

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

2022 – 2023

Campus Student/Parent Handbook



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

Phone: 419-525-6369

Fax: 419-525-6306

www.tygerpride.com

**Superintendent, Mr. Stan Jefferson
9-12 Grade Principal, Mr. Robert T. McQuate
7-8 Grade Principal, Mr. Jason Douglas**

We are an Equal Opportunity Employer

Administrative Staff

9-12 Principal	Robert McQuate	(11th grade)
Assistant Principal	Maureen Scully-Gruber	(12th grade)
Assistant Principal	Kristopher Beasley	(10th grade)
H.S. Dean of Students	Stan Gilbert	(9th Grade)
Middle School Principal	Jason Douglas	
Middle School Assistant Principal	Zach Brumfield	
Career Tech Director	Nikia Fletcher	
Athletic Director	Kevin Porter	High and Middle School
Counselors	Allison Tomasek Taryn Nall	Middle School Middle School
	Mike Light	(10th grade) (9th grade A-F)
	Ashley Risner	(11th grade) (9th grade N-Z)
		(12th grade) (9th grade G-M)
Special Education Coordinator	Patrick Okyere	8th-12th Grade
District Test Coordinator	Winston Greene	
Registration	Alysa Smith	
Attendance Officer	Kari Cawrse	
Administrative Support	Margo Gilbert Marsha Luckie Valerie Caldwell Michelle Briggs Patricia Carter	Head Principal 7th & 8th Grade Attendance Front Office Athletics Career Tech

Mansfield City Schools

Board of Education

Mrs. Sheryl Weber, President
Mrs. Renda Cline
Mr. Chris Elswick
Mr. Gary Feagin
Mrs. Linda Golden

Mansfield 7-12 Campus

7th-12th grade
124 N. Linden Road
419-525-6369

Robert McQuate, Principal 11th Grade
Maureen Scully-Gruber, Assistant Principal 12th Grade
Kris Beasley, Assistant Principal 10th Grade
Stan Gilbert, Dean of Students 9th
Nikia Fletcher, Career Tech Director
Kevin Porter, Athletic Director - High and Middle School
Winston Greene, District Test Coordinator

Jason Douglas, Principal 7th-8th Grade
Zach Brumfield, Assistant Principal, 7th Grade

Marsha Luckie, Administrative Assistant	7 th & 8 th Grade
Margo Gilbert, Administrative Assistant	9 th -12 th Grade
Valerie Caldwell, Administrative Assistant	9 th -12 th Grade
Alysa Smith, Building Registrar	7 th -12 th Grade
Patricia Carter, Administrative Assistant	Career Tech
Michelle Briggs, Administrative Assistant	Athletics

Raemelton/District Administration

856 W. Cook Road
419-525-6400
Mr. Stan Jefferson, Superintendent
Mr. Mark Wilcheck, Human Resources Director
Mrs. Tracy Courtright, Treasurer
Mrs. Cathy Troyer, Assistant to the Superintendent

MANSFIELD CITY SCHOOLS’ DISTRICT MISSION

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

*adopted July/August 2022

Notice of Nondiscrimination

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

Co-Compliance Officers:

Mr. Mark Wilcheck,

Human Resources Director

wilcheck.mark@mansfieldschools.org

Ms. Andrea Moyer,

Director of School Improvement

moyer.andrea@mansfieldschools.org

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



Welcome Back

Students and Parents

Dear Parents and Guardians,

Hello Mansfield Senior High School and Mansfield Middle School TY- TYgers! We are the administration of the Mansfield Senior High and Mansfield Middle School 7-12 Campus, and we will proudly lead the students and staff during the 2022-2023 school year. We are excited about bringing a *ROAR* back to TYger nation.

We are honored to be the leadership of this building, and will treat our students, parents, guardians and staff with respect.

We want to assure you that we will do our very best to service the students of Mansfield Senior High School and Mansfield Middle School every day.

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

We strongly encourage you to visit the district website for school expectations, so that you and your child can review them together; www.tygerpride.com. Also, we hope that you take the opportunity to follow all-things TYgers on our social media platforms.

If you have any questions about the expectations, please feel free to contact us, or discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year

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

Sincerely,

The Mansfield Senior High School and Mansfield Middle School 7-12 Campus Administration:

Robert McQuate
Maureen Scully-Gruber
Kristopher Beasley
Stan Gilbert
Patrick Okyere

High School Principal
High School Assistant Principal
High School Assistant Principal
High School Dean of Students
Special Education Coordinator 8-12

Jason Douglas
Zach Brumfield
Nikia Fletcher
Kevin Porter
Winston Greene

Middle School Principal
MS Assistant Principal
Career Tech Director
Athletic Director
District Test Coordinator

Welcome to Mansfield Campus 7-12

This handbook is prepared for students, parents and guardians, so there is a clear understanding of the policies and procedures that we will be following for this school year. However, it is impossible to cover every aspect of these procedures in this handbook. From time to time, various situations will need to be addressed on an individual basis. As a parent or guardian, if you have any questions or concerns, do not hesitate to call us at 419-525-6307 (7th /8th gr) or 419-525-6369 (9th-12th gr).

Table of Contents

Building Administration	2
Board of Education/Building Admin, Central Office Admin	3
District Mission Statement	4
Notice of Nondiscrimination	4
Letter from the Administration	5
Attendance/Absences	9-12
COVID-19 Guidance/Board Face Covering Policy	13-15
Tardy/House Bill 410/Truancy	16-17
Family Trips/Extended Absences	17-18
Homework	19
Mid Term and Progress Reports	19
Cell Phones/Electronic Devices	20-21
Parent Suggestions for Communication	21-22
Lockers	22
Bus Transportation	22
Withdrawal from School	22
Breakfast & Lunch Program	23
Open Beverage Containers	23
Visitors	23
Care of Textbooks and Library Books	24
Field Trips	24
Hall Passes	24
After School Activities	25
Assemblies	25
Partnerships	26
Maintaining the Building	26
Physical Education	26
Class Rank 2021 and Beyond	27
Graduation Requirements/For 2023 and Beyond	28
State Testing Requirements	29
Student Participation in Testing	30-31
Promotion / Retention Procedures for 7 th & 8 th Grade	32
Schedule Changes	33
Pupil Services	34
Talented and Gifted Criteria	35
Fees & Obligations	36
Parking Passes	36
Athletics & Eligibility	37-38
Personal Injuries	38
Library / Media Center	38
Internet Usage	38
Guidance Counselors	39
Medication	39
Safety Drills	39

Building Safety Plan	40
Social Etiquette	40
Substitute Teachers	40
Student Responsibilities	40
Parental Suggestions	41
Positive Behavior Intervention & Support (PBIS)/Bullying	42-45
Campus Wear Policy/Rubric/Room Posting	46
Code of Conduct (District Wide)	47-62
Tardy Procedure/Detention & Wednesday School Procedure	63-64
FERPA Privacy Rights	65-67
High School Bell Schedules	68-69
Middle School Bell Schedules	70
Event Calendar	71

ATTENDANCE

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

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

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

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

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

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

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

- A. Personal illness (a written physician's statement verifying the illness may be required);
- B. Illness in the family necessitating the presence of the child;
- C. Quarantine of the home;

- D. Death in the family;
- E. Necessary work at home due to absence or incapacity of parent(s)/Guardian(s);
- F. Observation or celebration of a bona fide religious holiday;
- G. Such good cause as may be acceptable to the Superintendent;
- H. Medically necessary leave for a pregnant student in accordance with Policy 5751.

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

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

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

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

ABSENCE REPORTING PROCEDURES

The parent or guardian must notify the school by 10:00 a.m. on the day of the student's absence, or send a note the day of return. You can also leave messages on the attendance office phone's answering machine (419-525-6355), which is in service 24 hours a day. If you cannot call, a note must be sent with the student upon their return to school. The note should include the following information:

1. Date excuse was written
 2. Students full name
 3. Dates of absence
 4. Reason for absence
 5. Parent signature
 6. Phone number where the parent may be reached
- The parent or guardian must send a doctor's excuse to school after three (3) consecutive days of absence.
 - Students arriving late at school or leaving school for a doctor/dentist appointment will need a note from the doctor/dentist to have their tardy or absence excused. Tardy Students must report to the office upon arrival at school.
 - All notes to excuse a child must be turned in to the attendance office within 24 hours of returning to school.
 - Any student who leaves their assigned class/school without a pass, due to illness or otherwise, is considered truant.
 - When a student becomes ill during the school day, he/she should report to the office or the school nurse.

- After an appointment, students are expected to return to school. If the appointment is early morning, then the student is expected to be in school as soon as he/she can return after the appointment. If the appointment is scheduled in the afternoon, the student is expected to be at school until the time of release for their scheduled appointment.
- Students who have accumulated 60 hours of absence (excused or unexcused) will be required to have a doctor's excuse (must state the date of the doctor visit and the return to school date and be turned in within 24 hours after returning from absence) or be excused by the school nurse for any additional absences within the school year. If your child has a medical condition, please submit a doctor's verification to the school nurse indicating the condition and any special treatment as needed. This information will be placed in your child's student file for future reference throughout the school year.
- When a student is absent, it is the parent's responsibility to report the child absent from school, but it is the responsibility of the student to secure work from their teachers upon return to school from their absence. For long term absences, it will be necessary for the parent to alert the school and request homework for the number of days the child will be absent from school. Please allow 24 hours for the teachers to collect and organize all requested work for the student.
- Upon return to school, the student must report to the Attendance office in order to secure an absence pass to class from the attendance office. Your child may not be admitted into their 1st period class without the absence pass. Make up work will be given to the student upon presentation of the pass to his/her teacher.

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

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

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

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

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

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

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

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

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

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

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

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

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

COVID 19: Your child should remain at home if they test positive for, or have been exposed to, the COVID 19 virus.

Unacceptable Reasons for School Absences:

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

COVID-19

During the COVID-19 Pandemic time frame, it is important to know how to recognize signs and symptoms of COVID-19, and how to both mitigate exposure to it and the spread of it.

All students should be checked for COVID-19 symptoms, and have their temperatures checked, prior to leaving their homes. If your student's temperature is above the acceptable level (100° F, he or she should be kept home.

All students and their parents/guardians must sign the MCS Staff Face Covering Information Form and Acknowledgement form

Signs and Symptoms of COVID-19:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

Mitigating Measures to Help Prevent the Spread of COVID-19:

1. Wash your hands often with soap and water for at least 20 seconds
2. Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available
3. Avoid close contact with those who are sick
4. Cover your coughs and sneezes with a tissue or your sleeve
5. Avoid touching your eyes, mouth and nose
6. Disinfect frequently touched surfaces and objects
7. Stay at home when you are sick
8. Practice social distancing, leaving at least six feet between you and other people
9. Wear a facial covering in public settings and at school
10. Avoid large gatherings of people

Preventing the spread of this virus requires the vigilance of everyone at school, at home and out in the community. As we learn more about COVID-19 the guidance changes accordingly. For current information on COVID-19, please visit <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or richlandhealth.org.

COVID- 19 Testing Facilities/Sites

Preferred Method:

Contact your Healthcare Provider via telephone to discuss your symptoms and/or testing criteria. If testing criteria is met, the physician will refer orders to a local hospital system (Ohio Health, Avita, UH, etc) for outpatient lab testing.

Testing Locations:

CVS Health – 18 yrs and Older Only, Appointment Necessary

1049 West Fourth Street Mansfield, Ohio 44906
(419) 529-6001

CVS Health – 18 yrs and Older Only, Appointment Necessary

535 Delaware Avenue Marion, Ohio 43302
(740) 383-6244

Family Urgent Care - Appointment Not Required, Testing for all Patients, Please call prior

855 Coshocton Ave, Ste H Mount Vernon, Ohio 43050
(740) 326-6552

Third Street Family Health Services - Call for Testing Details

600 W. Third Street Mansfield, Ohio
(419)-522-6191

Knox County Community Health Center

11660 Upper Gilchrist Road Mount Vernon, Ohio 43050
(740) 399-8008

Walk In Urgent Care

1341 South Trimble Road, Mansfield, OH 44907
(419) 775-7807

Covid-19 tests are also available for Tyger families at the nurses' office.

Additional Testing Facilities and Pop-up Sites are updated at www.coronavirus.ohio.gov
Testing and Community Health Center Tab at the Top of the Page

Board Policy: 8450.01 - PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS

During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolution(s) in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the District's Pandemic Response Team under Policy 8420.01.

School settings can be a source of community spread. Wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.

As such, during times of elevated communicable disease community spread, the Superintendent may activate this policy by notifying the school community, requiring all school staff, volunteers and visitors (including vendors) to wear appropriate face masks/coverings on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the Districts educational or operational processes.

Face masks/shields will be provided by the District to employees. Alternatively, employees may elect to wear their own face coverings if they meet the requirements of this policy as well as any requirements issued by State or local health departments.

In addition, the Board may require that students in Pre K-12 shall wear a face mask unless they are unable to do so for a health or developmental reason. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons, cannot and should not wear a mask.

If face masks/coverings are required, and no exception is applicable, students 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.

During times of elevated communicable disease community spread as determined by the Board in consultation with health professionals, all students are required to wear masks while being transported on District school buses or other modes of school transportation.

TARDY TO SCHOOL

Tardy to school includes reporting to school after the morning tardy bell. The morning tardy bell rings at 7:30 for Mansfield Senior High Students and at 7:45 for Mansfield Middle School students. After the tardy bells, students are required to report to the attendance office for an admission slip (pink pass) to get into their first period class.

HOUSE BILL 410

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

TRUANCY

Definitions:

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

- 1. The term “Chronic Truant” is removed from the handbook and changed to Habitual Truant.**
- 2. Definition of “habitual truant” changed from days to hours:**
 - 30 hours or more consecutive hours (Attendance Intervention meeting will be scheduled w/in 7 days)**
 - 48 hours unexcused– an unofficial hearing will take place at Richland County Juvenile Court.**
 - Official charges will be filed at 72 hours or more in one year, 30 consecutive days, or 42 hours in one month. Family members will be charged at the Richland County Juvenile Court.**

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

1. Skip classes
2. Leave school without permission
3. Absent from class without permission
4. They are on medical status without a doctor’s excuse
5. When the student is in an unauthorized area without permission

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

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

District Responsibilities when a Child has Excessive Absences

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

District Responsibilities when a child is Habitually Truant

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

	Consecutive Hours	Hours per School Month	Hours per School Year
Habitual Truancy	30 w/out legitimate excuse	42 w/out legitimate excuse	72 w/out legitimate excuse
Excessive Absences	--	38 with or without legitimate excuse	65 with or without legitimate excuse
Chronic Absenteeism	--	--	10% with or without legitimate excuse

Notice:

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

FAMILY TRIPS

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

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

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

- Any vacation must have prior approval of the principal. A minimum of 24 hours' notice must be given. However, it is asked that requests be made one week in advance.
- At the time of request, a student must have passing grades in all subjects.
- Make-up privileges will be granted with prior administrative approval only. Without prior administrative approval, make-up privileges will be denied and a grade of "0" will be given for each absence.
- Each student is responsible to obtain and complete all make-up work for approved family trips/vacations. Make-up work must be turned in within 5 days upon return to school in order to receive full credit.
- No make-up work will be provided prior to the vacation absences. Granting make-up privileges and/or grading of work beyond 5 days are left solely to the discretion of each teacher.
- One approved vacation per year per student.

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 attendance 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. If a student has been placed on medical status, family trips may not be approved.

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 or her parent/guardian and then taken to every classroom teacher for grade verification. In some cases, the parent may reconsider the impact of the absence on the student's academic progress. The principal will make final approval after a review of the student's attendance record and classroom progress. It is the student's responsibility to obtain and complete all missed school work and/or assignments. Extended absences without prior approval may be considered unexcused.



HOMEWORK

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

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

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

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

MID-TERM & PROGRESS REPORTS

Progress reports are issued to all students in the middle of each nine-week grading period. These reports are designed to help parents monitor their child’s progress before official grades are assigned about four weeks later. Below is the calendar for mid-term distribution and grade card distribution for the 2022-2023 school year. All mid-term and grade cards are sent home with the students (the final grade card for the school year is mailed.)

All important school dates can be found on the [2022-2023 School Calendar](http://www.tygerpride.com) located on www.tygerpride.com

First Nine Week Ends:	10/21/2022
Second Nine Week Ends:	12/20/2022
Third Nine Week Ends:	3/10/2023
Fourth Nine Week Ends:	05/30/2023

5136 - CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES*

PERSONAL COMMUNICATION DEVICES

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

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

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

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

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

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

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

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

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

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

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

Cell Phone Usage in the High School: In order to maintain a safe and orderly environment, cell phone usage is only permitted during student breakfast and lunch periods. During the rest of the school day, cell phones may be used in class at teacher discretion for academic purposes. Otherwise, cell phones must be turned off and out of sight.

Cell phone violations will result in the following action(s):

- **First offense:** Reminder to put cell phone away.
- **Second Offense:** Teacher will direct student to put cell phone away. Teacher will make parent contact before the end of the teacher workday.
- **Third Offense:** Security called to remove student from class.

Excessive Abuse of the PCD Policy: Students who abuse the PCD policy will be referred to the Hedges Success Program for a minimum of 10 days.

- If a parent/guardian needs to contact a student, please contact the main office. Our staff will get any necessary message to your student. **DO NOT CALL OR TEXT** your child's cell phone during the school day. Students are strictly prohibited to have or use in or on school grounds electronic devices. These items will be taken from the student and will result in progressive disciplinary actions.

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

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

PARENT SUGGESTIONS FOR COMMUNICATION

Please keep your contact information updated to keep yourself better informed

- Leave only emergency phone messages for your child through the main office and do NOT phone or text your child on their cell. Students are strictly prohibited to have or use in or on school grounds electronic devices. These items will be taken from the student and will result in progressive disciplinary actions.
- Please do not call the school at dismissal attempting to leave a message for your child. Once the bell rings, it is nearly impossible to locate an individual child.

- If you have student concerns, first make contact with the teacher during his/her planning time, or after 2:40 pm. You may then choose to speak with the assistant principal assigned to your child.
- Parents are welcome in school but they are asked to have an appointment scheduled prior to arrival. All visitors must check into the office when they arrive.
- Encourage your child to do his/her best and ask them questions about school activities.
- Set aside a place and a time for your student to study.
- The principal will make a leader Alert Call to you when the progress reports are given to the students. Please ask your student to share this information with you. If you do not receive a mid-term progress report or a grade card, please phone the school.
- Attend parent teacher conferences on specified dates in November and February.
- Notify the school of any custody changes, phone number changes or address changes. This can be done online through the OneView portal, contact your school secretary for further guidance.

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

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

LOCKERS

A locker with a combination lock will be assigned to each student. ***Sharing lockers is prohibited.*** A student is expected to use the locker he/she is assigned. Students should not give their combination to anyone. Always double-check your locker and make sure that it is securely locked. Students are only permitted to stop at their lockers during designated locker stop times.

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

BUS TRANSPORTATION

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

WITHDRAWAL FROM SCHOOL

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

BREAKFAST & LUNCH PROGRAM

The Mansfield City School District is participating in a Free Breakfast and Lunch program for the current school year (2022-2023). This alternative is referred to as the Community Eligibility Provision.

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

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

Breakfast

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

Lunch

The lunch period is closed. This means that students are not permitted to leave the building for lunch. Students who do not report to lunch will be considered truant. **Students may not bring in fast food lunches or accept deliveries of food during the school day.** A written notice from a doctor is needed to alter the lunch menu for special diets.

OPEN BEVERAGE CONTAINERS

Students are not permitted to carry beverage containers, (i.e. pop cans, water bottles, coffee cups or other beverage containers) in the halls or classrooms; nor are they permitted to eat their lunches in classrooms. All food/drink items must remain in the cafeteria. **Students are allowed to carry a clear plastic bottle, filled only with water.**

VISITORS TO THE SCHOOL

All persons, including parents/guardians, entering the school building other than for a scheduled school activity must report to the main high school office. Visitors must press the button to the right of the main office door and wait for the secretary to buzz them in. An ID scanner will be used to scan any visitor's ID upon entry to the school. Any unauthorized presence on school property will constitute trespassing. Any person entering the school without permission will be required to have a meeting with the school resource officer. Students may not bring other students to visit the school.

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

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

CARE OF TEXTBOOKS AND LIBRARY BOOKS

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

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

FIELD TRIPS

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

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

HALL PASSES

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

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

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

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

AFTER SCHOOL ACTIVITIES

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

ASSEMBLIES

Student behavior during assemblies should be an example of pride, respect, and responsible behavior. Unacceptable behavior is whistling, unnecessary clapping, excess noise and talking during the program. Students who misbehave will be removed from the program and not permitted to attend future assemblies. Prior to the assembly, students are to report to their classrooms and wait for notification of release by building administration. Students will not be permitted to leave the assembly for drinks or restroom breaks. These personal needs are to be addressed prior to entering the assembly.

PARTNERSHIPS

Mansfield Middle and High School is teaming up with several community agencies to provide additional support and guidance to our families and students. The following agencies are available resources for you: My Brother's Keeper, Catalyst Life Services, The Center, Richland County Children's Services, UMADAOP, Family Life Counseling, CACY & POPS, DARE, and the NECIC.

MAINTAINING THE BUILDING

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

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

PHYSICAL EDUCATION CLASSES

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

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

The school is not responsible for lost or stolen items.

CLASS RANK CLASS OF 2021 AND BEYOND

Beginning with the Freshman Class of 2017-2018 School Year

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

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

Every Course has a weight factor. General Education and Special Education classes are 1.0. Academic Core classes are 1.5. Honors are 2.0, AP, and College Credit Plus classes are 2.5.

Rank and GPA are calculated using Semester Final Grades with the above-stated weight factors. Credits earned through Credit Flexibility must be treated the same as comparable set time credits. Grades earned through Credit Recovery, Summer School Tutored Credit, or any other online courses from a drop-out recovery school will not count toward rank or GPA.

High School classes taken in Middle School with a C or higher grade will be calculated in the student's GPA and rank. Classes where a student receives a C- or lower will be retaken in the 9th grade. For example, if a student takes Honors Algebra 1 in the 8th grade, and s/he receives a C- or lower, the class will not be recognized as a high school credit and the student will retake the class his/her 9th grade year. In contrast, if a student receives a B in Honors Algebra 1, the grade will be calculated in the GPA and Class Rank. ($3.0 \times 2 = 6$ points)

Each letter grade, with + and -, has a numerical value. That numerical value is multiplied by the weight factor. For example, an A has a numerical value of four (4) points. If a student was taking a 1.0 weight factor class, the student would receive four (4) points (4×1.0) for that A semester final grade. If the student was taking a 1.5 weight factor class they would receive six (6) points (4×1.5) for the semester final grade. If the student was taking a 2.0 weight factor class they would receive eight (8) points (4×2.0) for the semester final grade. If the student is taking a 2.5 weight factor class they would receive (10) points (4×2.5) for the semester final grade.

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

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

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

If it is necessary due to a tie for Valedictorian or Salutatorian, the following criteria will be used to break the tie:

- A. ACT (Highest comprehensive score through February of the student's Senior Year)
- B. End of Year Points (Based off of the first test per subject area)

Determination of the Valedictorian and Salutatorian will be made at the end of the school year when the final report card is completed for the graduating year.

Class rank will be determined at the school where the student has the majority of attendance.

The district will identify one Valedictorian and Salutatorian from the entire graduating class.

Revised 05/17/2022

Graduation Requirement 20 Credits	
English	4 Credits
Math	4 Credits (including 1 unit of Algebra 2 or its equivalent)
Science	3 Credits (1 Physical, 1 Life)
Social Studies	3 Credits
Fine Arts	1 Credit
Personal Finance	<p>.5 Credit</p> <p>Under Ohio law, students entering 9th grade on or after July 1, 2022, must earn one half credit of financial literacy as a graduation requirement. These students can use the one-half credit of financial literacy as a substitute for a one-half credit elective requirement or a one-half credit of mathematics required for graduation.</p> <p>The one-half credit of math cannot be Algebra 1 (or Math 1- if using an integrated approach), Geometry (or Math 2- if using an integrated approach), Algebra 2 or equivalent course, or Advanced Computer Science.</p> <p>Students who use Advanced Computer Science coursework in place of Algebra 2 or an equivalent course for graduation cannot use the financial literacy one-half credit as a mathematics graduation requirement. These students may use the one-half credit of financial literacy to satisfy a one-half credit electives requirement.</p>
Health	.5 Credit
Physical Education	<p>Pass two classes or use PE Waiver *</p> <p>*students must consult with there School Counselor for requirements</p>
Electives	5 credits

High school testing and graduation requirements for the classes of 2023 and beyond.

State law has introduced [new permanent requirements](#) for the classes of 2023 and beyond.

Students in the classes of 2023 and beyond must meet the new requirements outlined in this [guidance document](#) as well as [this update](#) that ODE provided, which offers an overview of changes to Ohio's state testing system and high school graduation requirements.

Finally, districts will find an [overview of the graduation requirements and options by class year](#).

Department staff members are working to develop additional guidance, tools and resources to help schools and districts implement the new graduation requirements. Watch for more information in the months to come. Please see the www.tygerpride.com website or visit the Ohio Department of Education's website, www.ode.gov, for more information.

STATE TESTING REQUIREMENTS – CLASS OF 2023 AND BEYOND

For students who enter grade 9 on or after July 1, 2019, state testing laws require districts to administer end-of-course tests to all students at the completion of the associated course. The required end-of-course tests include Algebra I*, Geometry, English Language Arts II*, Biology, American Government and American History.

Class of 2023 and Beyond

Ohio's End of Course Exams

Algebra I - a score of 684

Geometry - a score of 700 is proficient

Biology - a score of 700 to attain Science Graduation Seal

American History - A score of 700 and/or a "B" in combination with American Gov't to earn Social Studies graduation Seal

American Government - A score of 700 and/or a "B" in combination with American History to earn Social Studies graduation Seal

English II - a score of 684

**students must attempt Algebra 1 and ELA 2 twice if they don't score proficient. After 2nd attempt, without a proficient score an alternate pathway to graduation will be necessary.

Schedule of Tests

Students will take the End of Course (EOC) exams in March-May.

Additional opportunities will occur in December-January, and in June-July

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, 2019 or later, must meet curriculum requirements (20 credits), be remediation free in the Algebra 1 and ELA 2 State End of Course Exam, and acquire 2 graduation seals.. A student who does not meet the remediation free scores on Algebra and/or ELA2 must meet an alternative pathway which includes:
 - i. Proficient scores on WebXams or A 12-point industry credential or A pre-apprenticeship or acceptance into an approved apprenticeship program
 - AND**
 - ii, Work-based learning, or Earn the required score on WorkKeys, or Earn the OhioMeansJobs Readiness Seal
 - OR**
 - iii. Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
 - OR**
 - iv. Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

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

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 7-12 Campus Promotion/Retention for Grades 7-8

Promotion:

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

Points are based on the following scale:

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

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

Retention:

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

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

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

SCHEDULE CHANGES

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

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

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

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

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

DROPPING A COURSE

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

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

Students are not permitted to voluntarily drop required classes.

ADDING A COURSE

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

CHANGING ONE COURSE FOR ANOTHER

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

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

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

There will be NO schedule changes after September 16, 2022.

TEACHER CHANGES ARE NOT PERMITTED!

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

Pupil Services

Mansfield City Schools in cooperation with other public agencies seeks to ensure that all children with disabilities residing within the district and who are in need of special education or related services are identified, located, and evaluated as required by the Individuals with Disabilities Education Act.

Free assessment is available to help determine whether a need for special education exists.

If you believe you know of a child within our district who may have a disabling condition please contact us.

The Mansfield City Schools Commitment to:

- **All students** by providing multi-faceted services based on individual need in the Least Restrictive Environment
- Partner with and provide support to **all families** as students navigate from Pre-Kindergarten to school age on through graduation and beyond
- Engage and partner with **community agencies and enterprises** to expand available resources and opportunities for all students

Students and families are provided a wide range of support and enhancement services by the Mansfield City Schools. Some of the services that our department provides include:

- Behavioral Services
- Guidance and Counseling Services
- Interpreter Services for the Hearing Impaired
- Intervention Services
- Related Services (Occupational Therapy, Speech Therapy, Physical Therapy)
- Transition Services
- School Nursing Services
- School Psychological Services
- Vision Services

"Whose IDEA is this"?

A Parent's **Guide** to the Individuals with Disabilities Education Improvement Act of 2004.

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

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.

FEES/OBLIGATIONS

School fees are waived for 2019-2020 except fees for rented musical instruments. Parents are still responsible for outstanding school fees from previous years.

PARKING PASSES

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

ATHLETICS AND ELIGIBILITY

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

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

Winter: Basketball, Bowling*, Swimming, and
Wrestling

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

*High School Only

Eligibility

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

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

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

Grades 9-12: To be eligible, a student-athlete must have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period (excluding gym). No student is eligible if they have 2 Fs in one grading period.

Students must maintain the following Grade Point Average (GPA) standards. Students who fall below the standards listed must attend two (2) hours of Study Table per week during the sports season for which they are participating and may play for not more than one (1) consecutive sports season on probation without approval of the Athletic Director and Principal of Mansfield Senior High School.

Freshmen 1.5 GPA (Beginning with the 2nd semester of your freshman year)

Sophomores 1.5 GPA

Juniors 1.75 GPA

Seniors 2.0 GPA

Athletes who are on probation or have an "F" or two D's in any core class must attend two (2) hours of Study Tables per week during the sports season for which they are participating. Study Tables hours are determined after each grading period. Athletes who do not complete their required hours each week may be subject to progressive consequences.

Grades 7-8: To be eligible, a student-athlete must have received passing grades in a minimum of *FOUR* of all subjects in which enrolled the immediately preceding grading period. No student is eligible if they have 2 Fs in one grading period.

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

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

PERSONAL INJURIES

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

LIBRARY/MEDIA CENTER

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

INTERNET USAGE

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

SCHOOL COUNSELORS

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

At the high school, your child is assigned to a school counselor by grade level. Students who need to see a counselor must first sign up for an appointment by emailing the school counselor via using the Tyger Paw link on the district website. Parents are also encouraged to see the counselor to discuss their students' concerns. Parents should call to schedule an appointment: **419- 525-6307 (MS) or 419-525-6369 (HS)**

MEDICATION

Students who are required to take medication during the school day must bring the medicine to the office for safekeeping. Students are not to have pills, cough syrup or any other medication in their possession or in their locker. The office staff will not be permitted to give any medication without proper paperwork from the student's prescribing physician, all medication is to be directed to the school nurse for handling when presented to the office.

Students are not to have pills, cough syrup or any other medication in their possession or in their locker. All medication (including over-the-counter) must be accompanied with a physician's order and parent signature and be in a properly labeled container from the pharmacy.

The nurse is available to see students with medical needs. Please keep students with fevers or obvious illness home from school, a student must be fever-free, without the use of medication for 24 hours before returning to school. Other reasons for keeping a student home include vomiting and diarrhea.. Students will need to have a pass from their teacher to be seen by the school nurse.

FIRE DRILLS

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

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

TORNADO DRILLS

It will become necessary in late spring to practice precautionary measures in the event of a possible tornado. On the appropriate signal, students will be escorted into a designated safe area and continue the tornado procedure. There is a sign in each classroom that designates the safe locations. Again, since this is a matter of public safety

and violations could jeopardize the safety and well-being of other students, students who violate the procedure are subject to disciplinary action.

BUILDING SAFETY PLAN

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

SOCIAL ETIQUETTE

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

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

SUBSTITUTE TEACHERS

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

STUDENT RESPONSIBILITIES

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

1. Every Mansfield Campus student will be issued an ID badge, and be required to wear it with the supplied lanyard at all times while in the school building.
2. Be in your assigned classes on time.
3. Be courteous and respectful to all.
4. Be prepared by having all the supplies that you need to get the job done in class.
5. Remember to follow the direction of your teacher.
6. Students are to keep their hands to themselves and not bother other people's property without their permission.
7. Students must attempt to complete all assigned class work and homework assignments. Failure to do so may be considered insubordination.
8. Students are not permitted to write, read or pass notes during the school day.
9. Students must pay attention to their own concerns, and not be involved in the business of others.

GENERAL SUGGESTIONS FOR PARENTS

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



Positive Behavior Interventions and Supports (PBIS)

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

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

Mansfield Middle and High Schools has implemented the Positive Behavior Instruction and Support (PBIS) framework in our building. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

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

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 Errors are Corrected Proactively

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.

PBIS Rewards

Students will be awarded PBIS points by meeting expectations on the student Matrix. Students are able to spend their points at the School PBIS Store. Students and parents are able to check point balances through the PBIS Rewards Parent and PBIS Rewards Student apps that are available on all smartphone devices.

PBIS STUDENT MATRIX

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

PBIS ADULT MATRIX

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

Bullying and other forms of Aggressive Behavior

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

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

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

Proposed Dress Code for Students in Grades 7-12

March 2023

The purpose of a dress code is to provide guidance to students and families as to appropriate attire for school and at any school function. A safe, inclusive, equitable, healthy and orderly environment that is conducive to learning can only be achieved through joint cooperation of students, staff, parents and guardians.

General Provisions

1. **Students must wear clothing appropriate for school.**
 - a. Student dress should be free from rips, holes or cuts in clothing.
 - b. Student dress should be neither excessively tight or baggy.
 - c. Clothing must be opaque (not see-through) and students' undergarments must be covered.
 - d. Clothing, accessories, or tattoos that advertise alcohol, tobacco, or other drugs; contain gang-related symbolism; are suggestive, offensive, or profane; have sexual connotations; promote, put down, insult, threaten, or harass others; display or promote illegal activities; create a hostile, intimidating, harassing, or offensive learning environment are unacceptable and cannot be worn or displayed.
 - e. Pajamas/sleepwear, costumes, or swim-wear are not permitted.
 - f. Outdoor coats and jackets should be kept in lockers unless a specific need arises. Light-weight jackets, such as blazers or athletic tops, will be permitted.
2. **Pants, jeans, shorts, skirts and rompers must be worn at the waist area.**
 - a. Shorts, skirts and skorts should be no shorter than where a student's fingertips rest when arms are by the student's sides.
 - b. Sweatpants are not permitted.
 - c. Students wearing leggings/jeggings or yoga pants must have an appropriate top that reaches mid-thigh or beyond.
3. **All shirts should have sleeves, reach the top of the pants, skirt, or shorts, and must cover the midriff on all sides.**
 - a. Shoulders, backs and midriffs should not be exposed.
 - b. Sleeveless shirts, shirts with spaghetti straps and muscle shirts are not permitted.
 - c. The neckline must not be lower than the collarbone.
4. **Closed-toe shoes are required to promote safety.**
 - a. Sandals that are closed-toe and have a back strap are allowed.
 - b. Crocs are permitted with the backstrap in use on the back of the foot.
 - c. Slides, flip-flops and slippers are not permitted.
 - d. Footwear that may be harmful to the flooring or present a safety concern may not be worn in the building (examples include, but are not limited to shoes with wheels and athletic cleats)
5. **Clothing or accessories should be kept simple in nature and may not cover the head.**
 - a. Hats/caps and other head coverings may not be worn in the building and should generally be kept in lockers or bookbags.
 - b. Students wearing a hoodie must keep the hood down while in the building.
 - c. Medical or religious/cultural exceptions will be permitted.
6. **Program uniforms should be worn per established guidelines.**
 - a. Career-Technical Education (CTE) students should wear the uniform appropriate to their CTE program.
 - b. Teams and clubs may wear uniforms in accordance with the dress code and coach/advisor/administrator approval.

Discipline/Consequences

- Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or is deemed inappropriate by the administration, will be prohibited and is subject to disciplinary action.
- The student will be asked to correct any violation of the dress code.
- If the violation is not corrected at school, parents/guardians will then be contacted to assist in correcting the violation.
- At the discretion of the administration, students in violation of the dress code may be subject to disciplinary action in accordance with the [code of conduct](#). (interventions/consequences.)
- The principal will serve as the arbiter of student dress and grooming in the building.

Administrators reserve the right to adjust the enforcement of the dress code when appropriate for specific school events and special activities.

Tyger Spirit wear that meets dress code requirements is encouraged.

MANSFIELD CITY SCHOOLS DISTRICT WIDE STUDENT CODE OF CONDUCT

GRADES K-12

To all students, parents, and staff:

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

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

Mansfield City School Superintendent

Mansfield City Schools

Student Code of Conduct

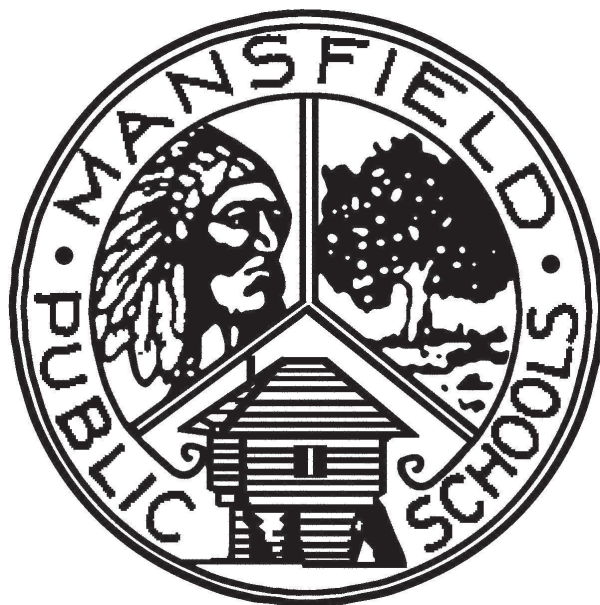


Table of Contents

District Compact.....	1
Expected Behaviors.....	2
Levels of Interventions/Consequences.....	3-5
Definition of Offenses.....	6-9
Bus Behavior Expectations.....	10

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

Levels of Interventions/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 Policy¹ 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.

¹ 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.

- Explicitly Reteaching Expected Behaviors
- Restorative Practices
- Modeling and Practicing Expected Behaviors
- Differentiated Reinforcement
- Student Conference with Teacher, Driver, Administrator, and/or Counselor
- Parent Conference with Teacher, Driver, Administrator, and/or Counselor
- Referral to the MTSS (Multi-Tiered Systems of Supports) team(s)
- Structured Breaks
- Sharing Circles
- Visual Schedule
- Token Economy
- Parent Communication
- Behavior Report Card
- Purposeful Arrival and Dismissal
- Flexible Seating
- Brain Breaks
- Mindfulness Exercises
- Organizational Interventions
- Check-In/Check-Out
- Structured Choices
- Reflective Listening
- Schedule Modifications
- Social Skill Group
- Transitional Warnings
- Transitional Supports
- Consistent Routine
- Proximity Interventions
- Conflict Resolution
- Tiered AIM Curriculum Lessons
- Visual Timers
- Group Contingencies

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
<ul style="list-style-type: none"> Interventions from the menu above Parent and Student conference with Teacher/Driver Restitution Warning from the Teacher/Driver Teacher assigned detention (served with the Teacher) 	<ul style="list-style-type: none"> Interventions from the menu above Parent and Student conference with the Administrator Restitution Detention (up to 1 hour) Temporary loss of privilege In-School Suspension (up to 1 day) Drug, Alcohol, Tobacco Counseling Services (if appropriate) 	<ul style="list-style-type: none"> Interventions from the menu above Parent and Student conference with the Administrator Restitution Loss of privilege Detention (up to 2 hours) In-School Suspension (up to 3 days) Emergency Removal Out of School Suspension up to (3 days) Notification to School Resource Officer Drug, Alcohol, Tobacco Counseling Services (if appropriate) 	<ul style="list-style-type: none"> Interventions from the menu above Parent and Student conference with the Administrator Restitution Extended Detention (up to 4 hours) In-School Suspension (up to 5 days) Emergency Removal Out of School Suspension (up to 5 days) Notification to the School Resource Officer Convene a team meeting with Parents/ Guardians and the student to explore supports and services Temporary Alternative Educational Placement Drug, Alcohol, Tobacco Counseling Services (if appropriate) 	<ul style="list-style-type: none"> Interventions from the menu above Parent and Student conference with the Administrator Restitution In-School Suspension (up to 10 days) Emergency Removal Out of School Suspension (up to 10 days) Expulsion Convene a team meeting with Parents/ Guardians and the student to explore supports and services Temporary Alternative Educational Placement Notification to the School Resource Officer Drug, Alcohol, Tobacco Counseling Services (if appropriate)

<u>Definition of Offenses</u>	Level of Consequences:				
	1	2	3	4	5
Abusive and/or Obscene Language/Profanity Any profane, obscene, insulting, or derogatory verbal interactions or gestures, includes, but is not limited to: swearing and/or cursing.	●	●	●	●	●
Academic Dishonesty/Plagiarism 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).	●	●	●	●	●
Assault 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.			●	●	●
Bus Violation 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.	●	●	●	●	●
Defiance/Insubordination 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.	●	●	●	●	●
Disruption 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.	●	●	●	●	●
Dress Code Campus Wear Violation/Violation of the Dress Code	●	●	●		

<u>Definition of Offenses</u>	Level of Consequences:				
	1	2	3	4	5
Explosives and/or Combustibles/Incendiary Devices/Arson 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.					●
False Reporting Student knowingly provides inaccurate information or purposely withholds known information needed as part of an investigation.	●	●	●	●	●
Fighting 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.			●	●	●
Forgery 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	●	●	●	●	●
Gambling Betting or playing games of chance to gain property, favor, or money from others.			●	●	●
Harassment, Intimidation or Bullying A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment.		●	●	●	●

Definition of Offenses	Level of Consequences:				
	1	2	3	4	5
Inappropriate Consensual Physical or Verbal Contact 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.	●	●	●	●	●
Inappropriate Use/Possession of Cell Phones/Electronic Devices 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.	●	●	●	●	●
Inciting Fights and/or Contributing to Disruption 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 extracurricular activities. This shall include the promotion of misconduct for any purpose, including, but not limited to, promotion via social media.	●	●	●	●	●
Out of Assigned Area/Leaving School Without Permission 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.	●	●	●	●	●
Possession/Intent to Sell/Sale/Distribution of Drug Paraphernalia/Look-a-Likes/Non-Controlled Substances Possessing, carrying, selling or attempting to sell, and/or concealing non-controlled drugs or items that may be considered as look-alike drugs (controlled or non-controlled drugs) or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver or any drug-related paraphernalia. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. Drug-related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use.			●	●	●
Possession/Intent to Sell/Sale/Distribution/Use of Controlled Drugs 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.					●

<u>Definition of Offenses</u>	Level of Consequences:				
	1	2	3	4	5
Possession/Under the Influence of Alcohol Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages.			●	●	●
Possession/Use of Tobacco/Vaping Smoking or the use or possession of any tobacco products and/or electronic vaping device (vape) or associated paraphernalia, whether or not a vaping device has nicotine solution in it.			●	●	●
Possession/Intent to Sell/Sale/Distribution of Drug Paraphernalia/Look-a-Likes/Non-Controlled Substances Possessing, carrying, selling or attempting to sell, and/or concealing non-controlled drugs or items that may be considered as look-alike drugs (controlled or non-controlled drugs) or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver or any drug-related paraphernalia. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. Drug-related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use.			●	●	●
Possession/Intent to Sell/Sale/Distribution/Use of Controlled Drugs 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.					●
Possession/Under the Influence of Alcohol Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages.			●	●	●
Possession/Use of Tobacco/Vaping Smoking or the use or possession of any tobacco products and/or electronic vaping device (vape) or associated paraphernalia, whether or not a vaping device has nicotine solution in it.			●	●	●

Definition of Offenses	Level of Consequences:				
	1	2	3	4	5
Possession/Use/Sale/Distribution of Unauthorized Items 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.).	●	●	●	●	●
School Disturbance 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.				●	●
Sexual Harassment Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when submission to such conduct is: made either explicitly or implicitly a term of condition of a person's educational development or program or such conduct has the purpose or effect of unreasonably interfering with a person's educational performance or creates an intimidating, hostile or offensive environment			●	●	●
Sexual Misconduct/sexual assault 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.	●	●	●	●	●
Technology Violation 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.		●	●	●	●
Theft Taking, possessing, or transmitting someone else's property without their permission.			●	●	●

Definition of Offenses	Level of Consequences:				
	1	2	3	4	5
Threat Against School Community Statement of intention to inflict harm, pain, injury, or other hostility towards the school community, school property and/or any of its members.				●	●
Vandalism/Property Damage Student participates in an activity that results in destruction or disfigurement of personal or school property.			●	●	●
Weapons: Firearms (Possession/Use/Sale/Distribution) Possession, use, sale or distribution of a firearm is prohibited. Violation of this section shall result in an expulsion for one (1) year, which may be reduced on a case-by-case basis based on Board policy. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.					●
Weapons: Knife 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.					●
Weapons: Possession of Look-aLike 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"> Exercise safe pedestrian practices while on the way to the waiting area for the bus stop. Students need to be in line ready to board the bus 5 minutes before the scheduled pickup. Do not sit in vehicles until the bus arrives. Wait in a quiet and orderly manner and respect private property. Stay on your side of the roadway controlled by the bus warning lights. Where same side service is provided, you should not cross the roadway for any reason. Please remain at the designated school bus stop on the same side of the road where you live. Be aware, cautious, and respectful of traffic. Wait in a safe place, clear of traffic, and away from where the bus stops. 	<ul style="list-style-type: none"> Remain at the waiting area until the bus comes to a complete stop. Check traffic from all directions, then check again. Before walking from the waiting area to the entrance of the bus, be certain that the bus warning lights are activated and that all traffic in all directions has stopped. When safe to board, do so promptly. When boarding, be aware of and avoid the "danger zone," the twelve foot area immediately surrounding the stopped school bus. Be sure that you can see the bus driver's eyes when in the vicinity of the school bus. If crossing a street controlled by bus warning lights is necessary, cross promptly after checking that all traffic in all directions has stopped. Cross only in front of the bus. Upon entering the bus proceed directly to an available or assigned seat.

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

permitted on the bus. <ul style="list-style-type: none"> • Be respectful of the rights and safety of others. • Do not extend head, arms, or objects out of bus windows. • Appropriate use of electronic devices including, but not limited to, cell phones and tablets, that do not jeopardize the safe operation of the bus or the safety of the bus occupants is permitted. 	stopped. Only cross in front of the bus. <ul style="list-style-type: none"> • Exercise safe pedestrian practices while on the way from the bus stop to your home.
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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.



Be n Time!!



Mansfield Sr High

9-12 Tardy Procedure

****report to tardy station in main office****

- 2nd tardy = detention
- 3rd tardy = detention
- 4th tardy = Wednesday school*
- 5th tardy = Wednesday school
- 6th tardy = half day of ISS (in-school suspension)
- 7th tardy = half day of ISS (in-school suspension)
- 8th tardy = full day of ISS (in-school suspension)*
- 9th tardy = 10 days at Hedges Success Program*
- 10th tardy = Parent/guardian & admin meeting. Assignment to Hedges Success Program for 10 days.

*parent meeting with student and administrator

--Tardies are cumulative, not by class--

--Tardies are cumulative, not per class--

--Tardies reset each 9 weeks--

DON'T BE TARDY!! GET TO CLASS ON TIME!



REMEMBER the 10 minute rule!!!!

No students out of the classroom for the first or last 10 minutes of class period.

Mansfield 9-12 Detention Procedure

Detention is assigned by teachers or administrators for students who exhibit low-level misbehavior.

Detentions will be after the school day in room 2402. The procedures for detention are as follows:

- **Students will serve the detention the next day after the date the detention is assigned;**
- **Detentions will be served in room 2402.**
- **Students must report to detention immediately after the end of school bell rings.**

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

Progressive discipline as described in the student code of conduct.

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

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

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

1. The right to inspect and review the student's education records within 45 days after the day the Mansfield City School District ("School") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or his/her designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA, pursuant to 34 CFR 99.20.

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a further explanation, see item 5 below.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (§ 99.31(a)(1)).

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

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

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

Attn: Stan Jefferson, Superintendent
856 W. Cook Road
Mansfield, OH 44907

The School has designated the following information as directory information:

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

School-assigned email 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.

High School Bell Schedules

HS Bell Schedules 2022-2023 - Regular Day

Monday - Thursday

Breakfast 7:05 - 7:20

Per 1 7:30 - 8:20 (50)

Per 2 8:24 - 9:12 (48)

Per 3 9:16 - 10:04 (48)

Per 4 10:08 - 10:56 (48)

ADV 11:00 - 11:30 (30)

P5/Lunch 11:34 - 12:56 (82)

C Lunch 11:34 - 12:04 (30) / Class 12:08 - 12:56 (48)

D Class 11:34 - 12:22 (48) / Lunch 12:26 - 12:56 (30)

Per 6 1:00 - 1:48 (48)

Per 7 1:52 - 2:40 (48)

Dismissal 2:40

Friday (no advisory)

Breakfast 7:05 - 7:20

Per 1 7:30 - 8:12 (42)

Per 2 8:16 - 8:58 (42)

Per 3 9:02 - 9:44 (42)

Per 4 9:48 - 10:03 (42)

Per 6 10:34 - 11:16 (42)

P5/Lunch 11:20 - 12:36 (76)

C Lunch 11:20 - 11:50 (30) / Class 11:54 - 12:36 (42)

D Class 11:20 - 12:02 (42) / Lunch 12:06 - 12:36 (30)

Per 7 12:40 - 1:30 (50)

Dismissal 1:30

HS Bell Schedules 2022-2023 - 2 Hr. Delay

Monday - Thursday (no advisory)

Breakfast 9:05 - 9:20

Per 1 9:30 - 10:05 (35)

Per 2 10:09 - 10:44 (35)

Per 3 10:48 - 11:23 (35)

Per 4 11:27 - 12:02 (35)

Per 5/Lunch 12:06 - 1:15 (69)

C Lunch 12:06 - 12:36 (30) / Class 12:40 - 1:15 (35)

D Class 12:06 - 12:41 (35) / Lunch 12:45 - 1:15 (30)

Per 6 1:19 - 1:54 (35)

Per 7 1:58 - 2:40 (42)

Dismissal 2:40

Friday (no advisory)

Breakfast 9:05 - 9:20

Per 1 9:25 - 9:51 (26)

Per 2 9:55 - 10:21 (26)

Per 3 10:25 - 10:51 (26)

Per 4 10:55 - 11:21 (26)

Per 6 11:25 - 11:51 (26)

P5/Lunch 11:55 - 12:59 (64)

C Lunch 11:55 - 12:25 (30) / Class 12:29 - 12:59 (30)

D Class 11:55 - 12:25 (30) / Lunch 12:29 - 12:59 (30)

Per 7 1:03 - 1:30 (27)

Dismissal 1:30

HS Bell Schedules 2022-2023 - Early Release

Monday - Friday (no advisory)

Breakfast 7:05 - 7:20

Per 1 7:30 - 8:12 (42)

Per 2 8:16 - 8:58 (42)

Per 3 9:02 - 9:44 (42)

Per 4 9:48 - 10:30 (42)

Per 6 10:34 - 11:16 (42)

P5/Lunch 11:20 - 12:36 (76)

C Lunch 11:20 - 11:50 (30) / **Class** 11:54 - 12:36 (42)

D Class 11:20 - 12:02 (42) / **Lunch** 12:06 - 12:36 (30)

Per 7 12:40 - 1:30 (50)

Dismissal 1:30

Middle School Bell Schedules

MS Bell Schedule 2022-23 Regular Day

7th Grade

7:05-7:30-Student Breakfast

1st 7:40 - 8:26

2nd 8:30-9:16

Int. 9:20-9:50

Lunch 9:54-10:24

3rd 10:28-11:14

4th 11:18-12:04

5th 12:08-12:56

6th 1:00-1:48

7th 1:52-2:40

8th Grade

7:05-7:30-Student Breakfast

1st 7:40 - 8:26

2nd 8:30-9:16

3rd 9:20-10:06

Int. 10:10-10:40

Lunch 10:44-11:14

4th 11:18-12:04

5th 12:08-12:56

6th 1:00-1:48

7th 1:52-2:40

MS Bell Schedule 2022-23 Two Hour Delay

7th Grade

9:05:00 AM-9:30 AM-Breakfast

1st 9:40-10:15

2nd 10:19-10:54

Lunch 10:58-11:28

3rd 11:32 - 12:07

4th 12:11-12:46

5th 12:50-1:25

6th 1:29-2:04

7th 2:08-2:40

8th Grade

9:05:00 AM-9:30 AM-Breakfast

1st 9:40-10:15

2nd 10:19-10:54

3rd 10:58-11:33

Lunch 11:37-12:07

4th 12:11-12:46

5th 12:50-1:25

6th 1:29-2:04

7th 2:08-2:40

MS Bell Schedule 2022-23- 1 Hour Early Release

7th Grade

7:05-7:30-Student Breakfast

1st 7:40 - 8:22

2nd 8:26-9:08

Lunch 9:12-9:42

3rd 9:46-10:28

4th 10:32-11:14

5th 11:18-12:02

6th 12:06-12:48

7th 12:52-1:30

8th Grade

7:05-7:30-Student Breakfast

1st 7:40 - 8:22

2nd 8:26-9:08

3rd 9:12-9:54

Lunch 9:58-10:28

4th 10:32-11:14

5th 11:18-12:02

6th 12:06-12:48

7th 12:52-1:30

Important Dates				
Staff Only - District In-Service	Thurs., Aug 18	Grading Periods and Early Release		
Teacher Work Day-No Students	Fri., Aug 19	First Semester	Aug. 23 - Dec. 20	
Staggered Start -Student Orientations - See PreK-12 ReOpening Calendar	Mon Aug 22-Tuesday Aug 23	Grading Period 1 Ends	Oct. 21	
First Day Pre-k (staggered)	Aug. 23	Grading Period 2 Ends	Dec. 20	
All Students Attend Daily	Wed., Aug 24			
Labor Day - No School	Mon., Sept 8	Second Semester	Jan. 5 - May 30	
MSEA Day - No Students	Mon., Sept 26	Grading Period 3 Ends	Mar. 10	
Staff Only - District In-Service	Fri., Oct. 21	Grading Period 4 Ends - 1 Hr. Early Release	May 30	
Emergency Mgt Test/Training - No Students	???			
Thanksgiving Vacation - No School	Wed., Thu., & Fri., Nov. 23-25	Parent/Teacher Conference Dates		
Staff Only - District In-Service	Tues Dec 20	Thur, Oct. 6 for all grades - 1 Hr. Early Release		4:00 - 7:30 PM
Winter Recess Begins	Weds., Dec. 21	Thur., Oct. 13 for all grades		4:30 - 8:00 PM
School Reconvenes	Thurs Jan 5	Thur., Feb. 9 for all grades - 1 Hr. Early Release		4:00 - 7:30 PM
Martin Luther King Day - No School	Mon.,Jan16	Thur., Feb. 16 for all grades		4:30 - 8:00 PM
No School	Fri., Feb 17	2-Hour Delayed Start Times		1-Hr. Early Release Times
President’s Day - No School	Mon., Feb. 20	PreK	No AM Pre-K	2:25 PM
Staff Only - District In-Service	Fri., Mar 10	Springmill STEM K-5	11:00 AM	2:25 PM
Spring Recess Begins	Mon., Apr 3	Spanish Immersion K-8	11:00 AM	2:25 PM
School Reconveens	Tues Apr 11	Elementary K-3	11:10 AM	2:25 PM
No School - Easter Weekend		Intermediate 3/4-6	10:00 AM	1:15 AM
No School Pre-K (Screening date)	May 5			
High School Graduation	10:00 AM Sat. May 20	Middle School 7-8	9:35 AM	1:25 PM
Memorial Day - No School	Mon., May 29	High School 9-12	9:35 AM	1:25 PM
Last Day for Students - 1 Hr. Early Release	Tues May 30	Hedges Success Program	9:35 AM	1:25 PM
Last Day for Teachers	Weds May 31	Tyger Digital Academy K-12	?	?