

MANSFIELD RIV

6-12 STUDENT HANDBOOK

Volume 3

2014-2015

Mr. Nate Moore

Superintendent

Mr. Richard Wylie

High School Principal

Mr. Gary Greene

Middle School Principal

Mrs. Traci Collins

Special Education Director

Mrs. Natalie Cook

Counselor

Mrs. Janet Brooke

High School Secretary

Mrs. Cleo Chambers

High School Secretary

Mrs. Brenda Hutton

Middle School Secretary

Be a LION not a sheep
A LEADER
Not a follower



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School Website
mansfieldschool.net

A Message from the High School Principal

Dear Lion's family,

With great satisfaction and anticipation I would like to welcome you to the 2014-2015 school year at Mansfield High School. It is a privilege to be serving as your Principal. The institution of Mansfield High School is founded on a dedicated staff, talented students, supportive parents, and involved community members. All of these individuals come together, working collaboratively, to offer high quality education at Mansfield High School. MHS is a place where safe and effective learning exists, academic achievement is promoted, and fostering student growth is a core expectation.

The daily efforts of our exceptional staff will emphasis academic rigor, relevance, and relationships. Relevance and relationships are the means that get us to the destination of rigor. What happens in our classrooms has to be understood and linked to the student dreams and aspirations. It is a collective expectation that all teachers will engage students in rigorous and relevant classroom instruction. This effort has proven to be the key to providing opportunities for collective and individual success.

The work ahead is challenging and at times seemingly overwhelming, but as Dr. Martin Luther King once said, "*Human progress is neither automatic nor inevitable ... Every step toward the goal of justice requires sacrifice, suffering, and struggle; the tireless exertions and passionate concern of dedicated individuals.*" We have so many bright lights among us, with such potential to be great, working with highly trained dedicated professionals. I welcome the challenges and look forward to celebrating the successes we will attain in our quest to improve student outcomes at Mansfield High School. I encourage every student to make the most of their high school experience by taking advantage of our programs, getting involved, and making this a great year.

Dear student and parent, this handbook has been carefully prepared to provide you with needed information to manage a successful career. Please invest the time to read this guide and become familiar with our policies and procedures.

Respectfully,

Richard W. Wylie

Principal
Mansfield High School

Go Lions!

A Message from the Middle School Principal

Welcome to a new year at Mansfield Middle school. This handbook has been carefully prepared to provide you with needed information. Please take time to read and become familiar with our rules and information. Any items not covered within this agenda will be dealt with by administration after a review of the facts.

At Mansfield Middle school we are proud of our academic record. I urge you to make the most of your school experience by taking advantage of our programs, getting involved, and making this a great school year.

Gary Greene
Principal
Mansfield Middle School

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A+ PROGRAM

What are the goals of an A+ School?

- To ensure that all students graduate from high school.
- To ensure that all students complete a selection of high school studies that is challenging and has identified learning expectations.
- To ensure that all students proceed from high school graduation to a college, a post-secondary vocational or technical school, or a high-wage job with workplace skill development opportunities.

What are the student benefits?

- Money for tuition to attend a public community or technical college.
- Opportunity to learn about jobs at the place of business, as well as in the classroom.
- College credits while still in high school.
- Tutoring and mentoring experience.
- Career pathways to prepare for an occupation, with additional training upon graduation.
- Encouragement to attend school regularly and work hard.
- Experience using computers and other modern equipment to solve problems.

What are the student's responsibilities?

To be eligible, each student must enter into a written agreement with the school prior to high school graduation, and meet the following requirements:

- Attend a designated A+ Missouri School for three consecutive years prior to high school graduation.
- Graduate from high school with a grade point average equivalent to 2.5 points or higher on a 4-point scale (6.875 on an 11-point scale).
- Have at least a 95 percent attendance record for all four years of high school.
- Perform 50 hours of unpaid tutoring or mentoring.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.
- Register with Selective Service, if applicable.
- Score Proficient or Advanced on the Algebra I or II End-of-Course (EOC) Exam.

What about other responsibilities after graduation?

To maintain eligibility, each participating student must during the four-year period of incentive availability do the following:

- Have enrolled and attend on a full-time basis a Missouri public community college or vocational-technical school.
- Maintain a GPA of 2.5 points or higher on a 4-point scale.
- Make a documented good faith effort to secure all available federal post-secondary

For additional information on the A+ Schools Program, refer to the A+ Handbook.

ADMISSIONS

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five (5) and 21 years and who otherwise qualify for admission under Missouri law unless otherwise required by federal law. Persons seeking admission to the district and its instructional programs must satisfactorily meet all guardianship, residency, academic, age, immunization, discipline and other eligibility prerequisites as established by Board policy and law. Any prospective enrollee must be accompanied by their legal guardian during the enrollment process. Students who are homeless will be admitted in accordance with Board policy and law. Students who transfer to the district from another district will be placed in accordance with an analysis of their transcript, discipline history, and Board policy.

Requests for Student Records—

Within two (2) business days of enrolling a student, the enrolling school shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months. Within 48 hours of enrolling a nonresident student placed in the district via foster homes, residential care facilities or child-placing agencies, the enrolling school shall request those records required by district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student; the Department of Social Services; the Department of Mental Health; the Department of Elementary and Secondary Education; and any entity involved with the placement of the student within the last 24 months.

New Student Registration—

Please bring the following documents for ALL children you are registering:

- Grade Card (most current) – **For students enrolling in grades 6-9**
- Transcript (most current) – **For students entering grades 10-12**
- Picture ID of Parent/Legal Guardian
- Proof of Residency - must provide one of the following dated within the last 60 days
 - Utility bill or deposit receipt for gas, water or electric
 - Rental agreement/receipt
 - Real estate contract
- Immunization Record for each child
- Proof of Age for the child (birth certificate, affidavit, etc.)
- Social Security Card for the child (You are not required to provide a Social Security number to enroll a student. If you do choose to provide the student's Social Security number, the district may use this number to determine whether the student is eligible for various state and federal programs - example A+ Program.)

Statement of Prior Suspension, Expulsion or Criminal Offense—

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been

convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

Students Suspended or Expelled from another District—

Without the superintendent or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision. A remedial conference will be held in accordance with Board policy prior to enrollment of any student following a suspension or expulsion from another school for an act of school. The remedial conference will be held regardless of whether such act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Admission Restriction—

In accordance with §167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district who has been convicted of or charged with an act that if committed by an adult would be one (1) of the following:

- First degree murder under section 565.020, RSMo;
- Second degree murder under section 565.021, RSMo;
- Kidnapping when classed as a Class A felony under section 565.110, RSMo;
- First degree assault under section 565.050, RSMo;
- Forcible rape under section 566.030, RSMo;
- Forcible sodomy under section 566.060, RSMo;
- Robbery in the first degree under section 569.020, RSMo;
- Distribution of drugs to a minor under section 195.212, RSMo;
- Arson in the first degree under section 569.040, RSMo;
- Statutory Rape section 566.032 RSMo;
- Statutory Sodomy Section 566.062 RSMo

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admissions restrictions may be admitted to such an alternative education program.

ACADEMIC LETTERS

The following criteria shall be met in order to receive an academic letter.

1. The cumulative grade point average achieved, based on each nine weeks, shall be in the range of 9.0 to 11.0 using a 0.00 to 11.0 grading system.
2. Students shall carry the 9.0 to 11.0 cumulative grade point average three out of the four quarters. Students who fall below the required average will be on probation for the following quarter. This is for informational purposes only so that students are made aware they must regain the required cumulative grade point to maintain letter status.
3. The time period for determining letter recipients will be based on a school year - August to May. Letter honorees will be decided using the first three school quarters of each school year. The following factors will be implemented.
 - a. Students who achieve the required grade point during the first, second, and third quarters of the school year will receive an academic letter at the spring awards assembly.
 - b. Students who achieve the required grade point during two of the first three quarters will be recognized at the awards assembly. These students, however, will not receive an academic letter until they earn the required grade point during the fourth quarter.
4. Students who earn an award will receive a letter the first year and bars the succeeding years honored. Students will also receive pins indicating their area of achievement.
5. Students will receive their letters at an awards ceremony. At this event, the new National Honor Society students selected for the year will be inducted into their organization in a candlelight ceremony.
6. A student must carry five hours of which at least three hours are carried in different departmental areas - i.e. math, English, science, business, social studies, etc. This shall also include seniors.
7. Transfer students shall attend MHS for three quarters to be eligible for an academic letter.
8. The letters to be awarded will be distributed as follows: Sports letters white; Pom-pon and music letters – gold; Academic letters - maroon. Students who letter in more than one area will choose their area of preference for a large letter, and any subsequent letters they may earn will be 4-inch letters.

ACCIDENTS AND INJURIES

Any accident (especially those resulting in an injury) shall be reported immediately to the teacher, coach, school nurse, staff member, or the administrative office.

Your parents shall be notified and arrangements for transportation home or for medical attention shall be handled through the principal's office. The teacher in charge shall fill out an accident form within 24 hours and place the report on the principal's desk. Prevention is the best policy in dealing with accidents or injury, so be careful.

ACTIVITY CALENDAR

The activity calendar is located in the principal's office. Scheduling events must be done **TWO WEEKS** in advance of the requested date. The procedure is to fill out a "REQUEST FOR A DATE ON THE CALENDAR" slip and submit that for approval to the principal. It is the responsibility of the person/organization requesting a date to check for conflicts. All activities and events are posted on both the office and electronic calendars. **All** school activities will need to follow this procedure.

ACTIVITY GUIDELINES/POLICY

Participation in School Activities - Students who are absent from school on the day of an activity may not be allowed to practice, participate in, or attend that activity unless PREVIOUSLY ARRANGED through the principal's office. **YOU MUST ATTEND ONE-HALF OF THE SCHOOL DAY AND BE EXCUSED FOR THE ABSENT PORTION TO BE ABLE TO PARTICIPATE OR ATTEND.**

Purpose - The purpose of the extracurricular program is to provide experiences which enable students to achieve established educational objectives. Outlined below are some of the desirable educational goals to be achieved throughout the competitive programs:

- A. To develop for the student:
 - Mental and physical strength, endurance, vitality, and neuromuscular skills.
 - Activities that meet the needs, interests, and potential of the student.
 - Mental acuity, resourcefulness, and good sportsmanship.
 - Emotional control and development of character.
 - Acceptable social patterns of individual and group conduct.
- B. To develop for the school:
 - A program of extracurricular activities as an integral part of the school curriculum.
 - A high standard of school loyalty, student morale, and school spirit.
 - Appreciation of extracurricular activities as intelligent and appreciative spectators.
- C. To develop for the community:
 - An understanding that the extracurricular activities for pupils have been promoted under conditions which demonstrate to the participant and to the public the best traditions in sportsmanship and citizenship and a beneficial school/ community relationship.

Objectives - Participation in extracurricular activities means much more than two teams trying to win a contest. Extracurricular activities give the student opportunities to develop as a complete human being. Here at Mansfield we have specific objectives for our activity program, and we as sponsors/ coaches dedicate ourselves to reaching these objectives. By the time a young participant graduates from Mansfield High School we want him/her to be able:

- to work cooperatively with others.
- to learn from constructive criticism.
- to have self-control in stressful situations.

- to discipline himself /herself.
- to feel proud of the Mansfield tradition.
- to teach skills to younger participants.
- to respect teamwork, organization, and unity.
- to appreciate parents, teachers, coaches, and administrators.
- to represent Mansfield Middle or High School in a positive way.
- to evaluate his / her abilities realistically.
- to have a positive learning attitude toward all tasks.
- to value hard work and what it accomplishes.
- to seek help from others when a problem arises.
- to develop lasting relationships with others.
- to praise others who do a good job even though they may be opponents.
- to be physically fit and healthy.
- to respect the rules and the officials who enforce the rules.
- to feel good about himself/herself as a person.
- to be dependable when given a job to do.
- to value participation and the importance of community.

Missouri State High School Activity Association (MSHSSA)

Eligibility Guidelines - Mansfield's extracurricular activities operate within the guidelines of the Missouri State Department of Elementary and Secondary Education, the Missouri State High School Activities Association, the Summit Conference, and also the policies, rules, and regulations of the Mansfield R-IV School District.

1. Be a good citizen in your school and community.
 - a. Any student who represents his/her school in interscholastic activities must be a credible citizen and judged so by the proper school authority certifying the list of students for competition. A student whose character or conduct is such as to reflect discredit upon himself/herself or his/her school is not considered a credible citizen. His conduct shall be satisfactory in accord with the standards of good discipline.
 - b. A student who misses class on the date of a contest without being excused by the principal shall not be considered eligible on that date.
 - c. Each individual school has the authority to judge its students under those standards.
2. Be enrolled in courses that offer 3.0 units of credit and have earned 3.0 units of credit the preceding semester or made standard progress in special education.
3. Have entered school within the first 11 days of this semester. Entering school is interpreted as enrolling and attending classes.
4. Not have received or competed for any award of any kind other than that given by your school for your services as an athlete in the sports in which you are competing. Competing for awards having a utilitarian value such as cash, jackets, or merchandise will make you ineligible.
5. Not have reached your 19th birthday prior to July 1 of this school year
6. Not have competed under an assumed or false name.
7. Not transfer schools without a corresponding change of residence of your parents unless you meet an appropriate exception of the transfer standards. Always check with your principal before transferring.

8. Not have graduated or received an early release from a four-year high school or its equivalent.
9. Attend your eighth semester immediately following your seventh semester. High school students are eligible only during the first eight semesters of attendance.
10. Not have competed at any time as a member of a junior college or senior college team.
11. Not compete on an outside team or in individual match competition during the season you are representing your school in the same sport, nor practice or play for a school team in the same sport. These restrictions begin on the first day of the current sports season. A school sports season is defined as beginning with the date of the school's first practice held on a school day and ending with the school's last contest, including the district and the state tournament contests.
12. Not transfer from one school to another because of being influenced to do so.
13. Not attend for more than two weeks a specialized camp for any one sport.

Student/Parent Responsibilities - Every participant and his or her parent or guardians will be responsible for reading and following the Mansfield Middle School and High School Activity Policy. The student participant and his or her parents or guardians will be required to sign this copy of the document in the space provided to indicate that they have read the activities policies. Student participants in the Mansfield Middle School and High School will be required to abide by the rules and regulations established by the Missouri State High School Activities Association and Mansfield Middle School and High School. The signed policy must be returned and will remain in effect for one school year.

Standards for Activity Participation - In order to maintain the highest possible standards for participants in the Mansfield School System, the following minimum requirements are established for all the students participating in the activity program.

1. Participants are required to attend school the day of a contest, unless prior arrangements have been made with the principal.
2. The use of or possession of tobacco, alcohol, or non-prescription drugs is prohibited.
 - a. Use or possession of tobacco:
 - First offense: suspension for 10 percent of the games, meets, field trips, and / or contests.
 - Second offense: suspension for 20 percent of the games, meets, field trips, and / or contests.
 - Third offense: suspension from all games, meets, field trips, and / or contests.
 - b. Use or possession of alcohol or non-prescription drugs:
 - First offense: suspension from 20 percent of the games, meets, field trips, and / or contests.
 - Second offense: suspension from all games, meets, field trips, and / or contests.

Regardless of the time of year and/ or quantity involved, a student shall not use a beverage containing alcohol, or use or consume, have in possession, buy, sell, or give away any substance (marijuana, cocaine, anabolic steroids, and other non-prescription drugs) defined by the law as a drug or which is an imitation of a drug.

It is not a violation for a student to be in possession of a legally defined drug

specifically prescribed for the student's own use by his / her physician.

3. All participants representing Mansfield Middle or High School in extracurricular activities must conduct themselves in accordance with the standards of good school discipline. Individual behavior on all trips and contests must reflect favorably upon his/her school and community.
Involvement in more than one program during the punishment period will result in suspension from each activity.
4. Any participant on suspension from school is not eligible to participate in activities.
5. A practice or game should not be missed unless previously excused by the coach or sponsor of that particular activity. If the student is sick, the coach or sponsor should be notified by the parents. Any student violating this standard may be ineligible to participate in the succeeding contest.
6. Participants are responsible for equipment that is lost or damaged. All equipment or uniforms that are not returned must be paid for.
7. Violation of the law: The student must complete his/her sentence before he/she is eligible to participate (example: fine must be paid/community service must be completed).
Because an arrest is not evidence of a violation of law, if a participant is arrested for a misdemeanor or a felony, the participant will be allowed to represent the school in interscholastic activities pending the outcome of the case. However, if there is an admission of guilt by the participant, or, if after reviewing the case, school officials feel there is strong evidence (ex. witnesses), which indicates probable guilt, then the principal may restrict the participant from participation before the legal outcome of the case.
8. All athletes will be transported to and from respective games, meets, etc. via school transportation. Parents or guardians may transport their own athlete home from a school activity after talking with the coach or sponsor.
9. Due process: Athletes shall have the opportunity to express their side of any incident in which they may be involved. If the athlete is dissatisfied with any decisions, he / she has the right to appeal through channels in the following order:
 - A. Head coach/sponsor
 - B. Athletic director
 - C. Building principal
 - D. Superintendent
 - E. Board of Education
10. Before a student may participate in any activity for Mansfield Schools, he/she must have on file in the office the following:
 - MSHAA parent permission form
 - Transportation form
 - A signed copy of the MMS/MHS Activity Policy Participant form In addition, athletes must have on file the following:
 - Physical exam form
 - Insurance information form

ADMINISTRATIVE RESPONSIBILITY

The administration reserves the right to take reasonable action to make rules and administer them as they may judge necessary to maintain general school discipline,

School safety, and to ensure the mission and vision of Mansfield R-IV is realized.

ADVISORY

The Advisory period provides an opportunity to further enhance classroom instruction and learning. There are typically many activities which can take away from the student's academic learning time. With few exceptions, these activities will take place during the Advisory period. Listed below are appropriate Advisory activities.

(Items 1-5 take priority over items 6-12.)

1. Character ed. meetings and Guidance Services presentations
2. State mandated testing
3. Assemblies
4. Teacher help/tutoring
5. Make-up tests
6. Study time
7. Use of library/media center
8. Curricular club meetings and grade-level class meetings
9. Distribution of information
10. College rep visits
11. Counseling support groups
12. A+ tutoring and other similar projects

Teacher request(s) take priority over a student attending a club meeting. Teachers are expected to require a student to stay in the classroom during Advisory for help, make-up work, etc. This will require good communication should a particular teacher have a sponsorship obligation. Good communication will also allow for students to be requested should another teacher need to work with them.

It is of the utmost importance that all teachers be consistent in following the Advisory guidelines. While there will be many activities occurring during Advisory, one of the top priorities of this time is for teachers to work with students in their classes for help/tutoring. Students are expected to have something to work on, a book to read or to be participating in one of the above mentioned activities. Teachers are expected to establish an Advisory classroom environment which is conducive to enabling students to work on their assignments. To aid in this students will receive a pass/fail grade and teachers will be provided guidelines to accomplish this.

ADVISORY ATTENDANCE: All students are required to report to their Advisory so that attendance can be taken and the advisory teacher can determine if that student is eligible to attend any scheduled meetings. Teachers, please check attendance at the beginning of class. Any late student who does not have a pass is to receive an unexcused tardy. Students attending meetings during advisory time should be kept for the duration of advisory (until 12:20) in the meeting.

CLUB MEETINGS: All club meetings are to be scheduled through Mrs. Sanders in the Library/Media center. Each club will have the opportunity to meet once per month during Advisory. Each club meeting should keep students for the duration of the advisory time (until 12:20).

USE OF MEDIA CENTER DURING ADVISORY

- To ensure appropriate supervision advisory teachers **MUST** pre-communicate with Mrs. Sanders in the Media Center before sending students. This communication may begin up to one week in advance
- Students must have work to do or they will be sent back to their Advisory class
- No group projects should be worked on in the Media Center during Advisory
- Drop-in's for quick book check in/out or photocopying is permitted

STUDENTS VISITING OTHER ADVISORY CLASSES: If a student is to report to another teacher during Advisory for help, make-up work, etc., the advisory teacher is to give the student an "Advisory Pass" which the student will show to the Advisory teacher in order to be excused. The student should remain with that teacher until the end of advisory time (12:20).

REMINDERS:

- All students **not** in good academic standing (determined with the D & F list) **will remain** Advisory
- Advisory teachers who are club sponsors are to contact Janet Brooke at least one week in advance if a relief teacher is needed to cover your Advisory during your club meeting
- **No** student should be released from advisory until **after** the daily announcements have been read.
- No food or drink is allowed in Advisory, unless essential to the learning objective established by Advisory teacher.

LEARNING OBJECTIVES:

- Students will be taught to appreciate and understand what it means to be successful and how goal-setting plays a part in that success
- Students will work with their Advisory teacher each year until their graduation, maintain good academic status, honing their program of study, developing good character and citizenship, and constructing meaningful goals for both secondary and post-secondary

INSTRUCTIONS: In order to accomplish the learning objectives above, please be prepared to know how your advisory students are doing in their classes. Be sure to foster class discussions/conversations about career readiness, academic success, and achievement.

Important...please take the following suggestions and outline and mold it to your teaching style. *Use some or all* of the ideas presented here. Use some of your own ideas. The important thing here is to get the students in the mindset of what it means to be successful so that they can understand how goals—specifically those related to a strong work ethic—can help them be successful in school and in life. Note: Supporting resources will be provided by Mrs. Cook and she will be scheduling time to meet regularly with your students.

ALTERNATIVE SCHOOL PROGRAM/CREDIT RECOVERY

Students enrolled in the alternative program will fulfill the same Course Level Expectations (CLE's) as students in traditional classes with the exception of

completing their work in the alternative classroom utilizing “PLATO” on-line coursed.

Students who are eligible to participate will receive credit provided they have met the following expectations:

- The online courses must be completed with at least 80% proficiency by the first week of May.
- If the recovery student is classified as a senior the 80% proficiency is required in order for that student to be eligible for graduation.
- Students are not permitted to be enrolled in more than four “PLATO” online courses per year.
- These courses cannot be taken in order for a student to graduate early.
- Students taking “PLATO” courses must be active students with an unexcused attendance rate not lower than 90 percent. Unacceptable attendance or discipline could be grounds for immediate loss of this opportunity.

Credits - Since the goal of the alternative program is credit recovery, students participating may accumulate more credits than traditional students. Some alternative students will be enrolled in as many as ten credits within a typical school year. The numbers will be based upon the amount needed for graduation. The time line for each alternative student to earn credits will start at the beginning of the regular school year and end after summer school of that same year. To accomplish this level of credit recovery students will have to maintain 90%+ attendance, incur no discipline referrals, and apply a great deal of effort. Certificates of completion will be placed in the alternative student's permanent records to show the amount and type(s) of credit recovered.

ANNOUNCEMENTS

As a general rule, daily announcements will be read at the beginning of advisory (11:56). Students should be quiet and respectful during the announcements and should not be released from advisory until announcements are over. The *Pledge of Allegiance* will be recited over the intercom system each morning. Special announcements will be read as necessary in the morning and/or afternoons.

Daily bulletin information will be available on the district website, handed out to teachers, in the HS office, and posted on the north wall of the main building of the high school. Announcements for the daily bulletin should be submitted to the office at least one day in advance.

ASSEMBLIES

Several times during the year we have the opportunity to present people with special talents for your education and enjoyment. These people presenting the programs are our guests and should always be respected with our best manners. Students shall be dismissed to assemblies with the class of that period. The teacher of that group is responsible for them and their behavior. After the assembly, students shall return to that class and be dismissed from there to the next period. Everyone is expected to be courteous and respectful at all assemblies. Disruptive behavior by students during assemblies may result in disciplinary action including loss of the privilege of attending assemblies for the remainder of the year and a writing assignment apologizing to the

presenter.

ATHLETIC LETTERING REQUIREMENTS

BASEBALL:

- Finish the season in good standing with the school and the coaching staff.
- Be eligible to compete in MSHAA district play.
- Compete in one inning per varsity contest scheduled.
- Attend practices and games.
- Show good sportsmanship and good conduct in the classroom, on the practice field, on the game field, and in the community.
- The coaching staff may award a letter at their discretion to a player who makes a significant contribution to a successful season but does not meet the required number of innings.

BASKETBALL:

- Have a positive influence at practices and games.
- Be a good representative for Mansfield High School, demonstrating good sportsmanship and conduct at all times.
- Play in one half of the games.
- Players can also receive a letter at the discretion of the coaching staff for extenuating circumstances.

CROSS COUNTRY:

- Finish the season in good standing with the coach
- Compete in at least six of the in-season matches
- Be a good representative for Mansfield High School, demonstrating good sportsmanship and conduct at all times.
- Maintain a “varsity attitude” throughout the season. A varsity attitude is demonstrated by an above-average commitment to the team’s goals, to the sport and to one’s individual improvement.
- Finish the season with a 2.5 GPA
- Don't quit. Quitting for any reason prior to the end of the season will disqualify an athlete from a letter

SOFTBALL:

- Have a positive attitude.
- Make a significant contribution to the team.
- Attend all practices unless excused by the coach.
- Must play in one third of the varsity matches.
- Display good sportsmanship on the field, in the classroom, and in the community. If the girl is a member of the team during the year and does not meet the playing requirements, then the coach can use his own discretion in lettering her.

TRACK:

- An athlete must earn a scoring place in any track meet Six (6) times.
- In order to letter, you must display a Commitment to the Sport and to the Team. This means working hard in practice, being a positive role model and supporting fellow teammates during competition.
- Athletes who work multiple meets s volunteer workers will be awarded a letter
- Attend all practices unless excused by the coach.
- Display good sportsmanship on the field, in the classroom, and in the community.

- Finish the season with a 2.5 GPA
- All athletes must complete the season in good standing with the team, coaches, and school administration. An athlete who quits the team once they have met the other requirements will forfeit any claims to a varsity letter

ATHLETIC PHYSICALS

Everyone participating on an athletic team shall be required to have a doctor's physical exam and a slip signed by their parents or legal guardians giving permission to participate. THE SLIP MUST BE IN THE POSSESSION OF THE COACH BEFORE THE FIRST PRACTICE.

ATTENDANCE POLICY AND PROCEDURES

Mansfield High School exists to improve lives through education. The Mansfield R-IV School District seeks to enroll and educate all resident children in the community, as required by law and district policy. It is the purpose of this attendance regulation to improve student learning, raise student achievement, and maximize the learning potential of all students at Mansfield High School. Students having an IEP, 504 Plan, or other documented medical diagnosis that allows for excessive absences will be exempt from the excessive absence appeal process; if the student's plan addresses reduced attendance.

Compulsory Attendance—Missouri State Law requires all children between 7 and 17 years of age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring the student to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Mansfield R-IV School District provides educational programming for all students between the ages of five (5) and seven (7) and beginning at the age of three (3) for students qualified for special education services. The district may also provide preschool and adult education programs.

Once enrolled, the district expects the student to attend regularly and for the student's parent or guardian or other adult having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Mansfield R-IV School District Board of Education and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law.

Procedures—Students will be given a student handbook upon enrollment in Mansfield High School. The handbook shall contain the written attendance regulation. The High School office will record each student's absence by course period.

When a student has accrued four (4) total absences (excused or unexcused) in a class during the semester, school personnel will make all reasonable efforts to contact either the student, or his or her parent or guardian informing them that, in accordance with the published policies and regulations of the Board of Education, the student is in

danger of not earning credit for the class due to excessive absences during the semester.

When a student has accrued six (6) total absences (excused or unexcused) in a class during the semester, school personnel will make all reasonable efforts to contact either the student, or his or her parent or guardian to discuss the student's excessive absences, the possible ramifications, and methods to prevent the loss of credit. However, if the parent or guardian cannot be reached, the school administration will enforce the policy as written.

When a student has exceeded eight (8) total absences (excused or unexcused) in a class during the semester the school will notify the parent or guardian by certified mail that the student has exceeded eight (8) total absences and may not be eligible to earn credit for the class(s). Such notification shall include an Attendance Appeal Form. Any student who has exceeded eight (8) total absences retains the option of receiving a grade of N (No grade-No credit). The student must maintain a passing grade during the grading period to receive a grade of N. If the student has not maintained a passing grade during the semester, the student will earn an F (Failure).

A student will not be denied an education at Mansfield High School even though he or she will not earn credit for the class as a result of having missed a substantial portion of the instructional program during the semester.

Exceptions— Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence regulation. Absences resulting from significant, acute or chronic medical conditions may provide the basis for an exception as approved by the administration or an appeal. Therefore, all such conditions should be verified in writing by a physician or other health care official.

Attendance Appeal Process—IT IS THE RESPONSIBILITY OF THE STUDENT AND PARENT TO COMPLETE THE APPEAL PROCESS.

Upon the parents or guardians request and submission of the appeal form, the Attendance Policy Committee will meet to consider appeals regarding exceptions to the excessive absence regulation and the denial of credit pursuant to this regulation.

The committee shall include, but is not limited to, the High School principal, another district administrator, the counselor, and at least two (2) teachers. Other persons may be designated to serve as deemed appropriate.

Students who, pursuant to this excessive absence regulation, have exceeded eight (8) total absences (excused or unexcused), or who anticipate exceeded eight (8) total absences attributable to illness or other valid reasons, may appeal to the Attendance Policy Committee for the purpose of requesting one, or more, of the following:

- An exception to this excessive absence regulation for unavoidable absence due to illness or other valid reasons;
- An extension of the number of absences that shall accrue before credit will be denied; and/or
- Other accommodation within the contents of this excessive absence regulation and that which is allowed by law and/or school district policy.

The committee will consider all the facts under the circumstances of each case in deciding whether to grant or deny the appeal. Relevant factors may include, but are not limited to the following:

- The reason(s) for the accrued or anticipated absences;
- The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal;
- The distribution of absences during the semester, i.e., whether scattered throughout the semester or occurring as consecutive absences;
- The duration of each period of absence;
- The pattern of attendance prior to the accrual of absences in question;
- Whether all class work has been satisfactorily completed; and the extent to which class essential learning outcomes have been mastered for that course.

A parent or guardian who anticipates his or her child missing more than eight (8) class sessions of any class during a semester, due to hospitalization, prolonged illness, or other valid reason may request an exception to the excessive absence policy in writing prior to the excess of the eight (8). If the parent or guardian does not submit such request prior to the date on which the eight (8) or more absences have accrued, the parent or guardian should request an appeal of the automatic denial of credit in the same manner as for any other appeal under the excessive absence regulation.

The appeal committee will take into consideration valid absences that include any of the following:

- Doctor, dental, counseling, or other healthcare appointments.
- Hospitalization or placement in a healthcare facility.
- Absences related to a student's disability or medical condition (per an IEP, 504 Plan, IHP or other documented medical diagnosis that does not already allow for excessive absences by addressing reduced attendance).
- Funeral services.
- Family emergencies as approved by the administration.
- Court appearances.
- Religious observations.
- Licensing exams.
- College or other school visits.
- Deployment or return from deployment of a parent or guardian to a combat zone or combat support posting, at the discretion of the school administration.
- Absences for any other valid reason that are pre-arranged and/or approved by the administration.

The parent or guardian of a student who has exceeded eight (8) total absences may submit an appeal to the Attendance Policy Committee requesting credit for the courses in question. Such appeal shall be in writing and must be submitted within seven (7) calendar days following the date on which the parent or guardian received notice of the accrual excessive absence from class(s).

The appeal may be submitted on the district's Attendance Appeal Form provided

to the parent or guardian, or in other written or typed form that provides the following information:

- Date of appeal.
- A complete explanation of the reason(s) why the appeal should be granted.
- Any and all appropriate documentation.
- Signature of the parent or guardian.

Within one (1) week of the Appeal Committee's final decision, the student, parent or guardian will be notified. If the parent or guardian does not agree with the final decision of the Appeal Committee, he or she may appeal the matter to the superintendent or designee for further review and consideration.

Steps To Follow When Absent From School—Please make sure you read and understand the following information as it requires parents, guardians and students to be accountable for notifying the school regarding student absences.

- A parent or guardian should notify the High School office on the day of (or before) the absence (417-924-3236). If the office secretary is on another line, it is acceptable and desired that the message be left on voice mail. The messages are given prompt attention.
- The High School office should be contacted prior to known doctor, dental, and family appointments. A student must sign out before leaving school, and sign in upon returning to school.
- If it is impossible to call, the parent or guardian must write an excuse giving names, dates, and reason for absence.
- Students will be allowed two (2) days for every day missed to complete make-up work.
- Students whose absences are unexcused will have the same ratio of (2) days for every day missed to complete an assignment(s). However, the total point value of the assignment(s) will be reduced by 25%.
- Students absent for authorized school activities are responsible for making up all work missed. An absence for an authorized school activity simply allows the student to make up the work using the same ratio of (2) days for every day missed.
- Students who attend school, but leave early for another school activity, may be required by their teacher to turn in any assignment due that day.

Unexcused Absences—Include but are not limited to:

- Truancy, skipping class, cutting class
- Shopping, visiting sporting events, non-medical appointments, or non-emergency reasons
- Missed bus, car failure, oversleeping
- Hunting, fishing
- Out-of-school suspension
- Other absences not listed as justifiable above

Leaving School—In order to leave school you must:

- Present a note written by your parents to the principal or secretary stating when and why they want you to leave. This note MUST be dated and signed by the parent/legal guardian.
- A phone call from parents will NOT be sufficient to release a student from school. This is to ensure the safety of our students.
- Your absence may still be unexcused by the principal even if you have received permission to leave if it is an unjustified reason for leaving (meaning that you will not be allowed to make up any work which was missed).
- Leaving school without permission to leave will result in disciplinary action.
- Children of single parent families will be released only on request of the custodial parent; that is, the parent whom the courts hold directly responsible for the child and is identified as such on school records. Additional precautions may be taken by the school administration appropriate to the age of students and as needs arise.

Part-time Attendance (PTA) - Should a student have a part-time job which requires that he or she be on the job during regular school time, the school will work with that student so long as the arrangement complies with federal, state, and district policy(s). This circumstance will be evaluated on an individual basis using the part-time attendance guidelines of traditional students of the Mansfield School District.

The following rules and regulations will be applicable to those students requesting consideration for part-time attendance:

- a. Part-time attendance may be considered only for those students between the ages of 16 and 20 who have successfully completed their tenth year and have at least 14 units of credit.
- b. To ensure that the educational needs of the students are being fulfilled, the application for part-time attendance shall be jointly signed by the student and his/her parents or guardian and discussed with the counseling office.
- c. Students and parents will be notified whether the application is approved or disapproved. If the application is disapproved, the student may appeal the decision to the superintendent of schools and then to the Mansfield Board of Education. The decision of the board of education will be final.
- d. The principal has the authority to review and make recommendations on all emergency situations related to part-time attendance.
- e. Students who attend school part-time are required to attend class whenever the class is offered on the high school schedule.
- f. Students who attend school part-time are required to be present for assessment tests and to attend class, club, and other meetings that are held during the times that the students are typically on part-time attendance.
- g. Students who attend school part-time are required to be good citizens, to obey all school rules and regulations, and to abide by all municipal, state, and federal rules and regulations, and maintain at least 90% attendance.
- h. Students who attend school part-time are subject to disciplinary action, including suspension and expulsion, in the same manner as full-time students.
- i. Students who attend school part-time are required to sign in at the high school office upon arriving at school and to sign out at the high school office when leaving. Failure to sign in or out can result in loss of part-time attendance privileges or in-school suspension.

- j. Students who attend school part-time are permitted on campus only during the time they are attending classes.

Saturday School - Students who have not met the 90% attendance goal or have accumulated excessive tardies may be required to attend Saturday school.

Summer School - Students who have not met the 90% attendance goal and/or are in need of credit recovery may be required to attend summer school. Credit Recovery during the summer session provides an opportunity for high school students (grades 9-12), who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school. Students are eligible to apply for summer school credit recovery will need to meet the following requirements:

- Lost credit because of the attendance policy
- Have a semester average between a 50-59%.

The regular school year teacher must outline the deficiencies the student must complete in order to receive credit for the class. The summer school teacher acts as a monitor (resource teacher) to students in the class as they work to complete the assignments for their class. Since students in the class may be working in a variety of subject areas, the supervising teacher may hold any valid Missouri teacher certificate except a substitute certificate, early childhood certificate, or non-degree vocational certificate.

If a student completes his/her assignments in less than 120 clock hours, they should receive study skills instruction in order to help them avoid this problem in the future. Credit recovery is to be used only when a student has a reasonable chance to complete the unfulfilled requirements of a course within the summer school schedule. Otherwise, the complete course must be repeated.

BELL SCHEDULE (HIGH SCHOOL)

7:40 a.m.	The building opens
8:00 a.m.	Teachers in attendance/available in classrooms /on supervision
8:16 a.m.	Bells ring – go to first period
8:20 – 9:10	Pledge of Allegiance-First period
9:14 – 10:04.....	Second period
10:08 – 10:58	Third period
11:02 – 11:52	Fourth period
11:56 – 12:20	HS Announcements-Advisory
12:20 – 12:45.....	HS Lunch
12:49 – 1:39	Fifth period
1:43 – 2:33.....	Sixth period
2:37 – 3:27.....	Seventh period

BULLYING

Mansfield R-IV prohibits acts of harassment, intimidation or bullying of a student by students and/or third parties that interfere with or disrupt a student’s ability to learn and the school’s responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place

on school grounds, on a school bus or at a school-related activity on or off school property.

The district defines harassment, intimidation or bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school.

Mansfield R-IV encourages all employees, parents, students and community members to help the district prevent bullying. All school employees must report alleged violations of this policy to the principal.

Students who feel they have been subjected to harassment, intimidation or bullying are encouraged to file a complaint in accordance with district procedures.

Schools will investigate complaints promptly and thoroughly, while protecting the identity of the victim or reporter of bullying or harassment to the extent allowed by law. The district prohibits retaliation or reprisal in any form against any student or employee who files a complaint/report of harassment, intimidation or bullying.

The district will not allow anyone to make a false accusation against another person as a means of harassment, intimidation or bullying.

A student who commits one or more acts of harassment, intimidation or bullying will receive consequences. Those include appropriate remedial actions that range from positive behavioral interventions up to and including expulsion and/or referral to law enforcement.

Administrators determine the consequences according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

BYOD and TECHNOLOGY USE AGREEMENT

In embarking on this educational venture, Mansfield High School is excited to offer students a BYOD pilot program. BYOD is an acronym for Bring your Own Device. For BYOD, a "device" is a privately owned laptop, tablet computing device, netbook, notebook, or e-Reader. Cell phones and iPods are NOT acceptable devices. For the purposes of this program, the term "device" also includes any similar product owned by Mansfield Schools and provided for student use.

Parents and students must read through the "Use agreement" in its entirety and agree to abide by all regulations and policies before students will be allowed to participate in the BYOD program or use district-provided devices.

Background -

In our BYOD program, students have the opportunity to bring in their own Internet-capable device to school and use the school's network to access the vast wealth of educational resources that are available online. Devices are provided by the district for any student that chooses to not bring in a device from home.

Guidelines -

1. In order to utilize the Mansfield Schools BYOD network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent or legal guardian must review and sign the Technology Use Agreement. This will be considered a legally binding agreement.
2. Participation in the BYOD pilot is a privilege, not a right. If participation is declined or revoked, students will be assigned “traditional” assignments of similar rigor.
3. The student is fully responsible, at all times, for the personally owned device brought to school. Mansfield Schools is not liable for any loss, damage, or theft of a personally-owned device.
4. The student is responsible for the condition of the device brought to school, including appropriate updates, antivirus software, and repair. The Mansfield Technology Department is unable to provide maintenance for personally-owned devices.
5. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
6. Technology usage is limited exclusively for times when the teacher has specifically permitted students to do so. Other than during these times, all electronic devices should be turned off and should not be visible.
7. Students may not use any device or service for non-educational purposes during school hours.
8. Students must use the District’s BYOD network when at school. Students may not use a cell phone or service provider’s data network (3G, 4G, LTE, etc.) or any other wired or wireless network other than the BYOD network.
9. Mansfield Schools is not responsible for any data charges that a student may incur from a service provider as a result of not following policy of only using the BYOD network while at school.
10. As part of the BYOD Pilot Program there will be mechanisms in place such as signage and verbal communication to indicate when devices can and cannot be used. Students will observe and follow these procedures at all times while at school.
11. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Mansfield Schools, except for approved projects with the express permission of the teacher.
12. Computer activities will be monitored by the teacher and remotely by technology staff and administration. Students should maintain a limited expectation of privacy while using the school’s network.
13. Students will be given a school-sponsored Google account. Students must make every effort to keep their account secure.
14. In some cases, Advisory and TEE Time teachers may allow students to use devices for free time. Teachers must align their program with the parameters of the Advisory/TEE Time program and approve their program with the administration before this is to occur. Please consult the handbook for a description of the Advisory program.
15. If reasonable belief exists that the student has violated the terms of this agreement, or other district policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of

technology may extend to loss of technology privileges or further action as determined by Mansfield Schools. For further information, please reference the student handbook.

Student Technology Responsibilities -

Students must respect and protect the privacy of others by:

1. Using only assigned network and user accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Students must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a school administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Not creating ad-hoc, peer-to-peer, or other wireless networks with district or student owned devices including the use of wireless hotspots or other similar devices.
6. Having a limited expectation of privacy when using district or student owned devices on the school's network.
7. Only using the school's network for instructional and school related purposes.

Students must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of content, eBooks, music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Students must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Students should have a limited expectation of privacy when using district or student owned devices on the school's network.
3. Reporting threatening or discomfoting materials to a school administrator or teacher.
4. Not intentionally accessing, transmitting, copying, or creating mobile apps, websites, or other material with inappropriate information, content, ads, or any material that is not age or school appropriate.
5. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
6. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
7. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
8. Use of another student's device only when specifically permitted by that student and with the permission of a school administrator or teacher.

9. Following the District's social media policy by only using Learning Management Systems and social media platforms only for a teacher approved assignment.
10. Avoiding spam, chain letters, or other mass unsolicited mailings.
11. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Learning Management Systems and Social Media Responsibilities -

Learning Management Systems (LMS) are specially-designed social networks for teachers, students, and schools. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive class information. Public social media may occasionally be used for specific projects. *LMS and social media will be used strictly for educational purposes* using the following guidelines:

1. LMS and social media should only be accessed with a teacher's permission.
2. Students will be required to use appropriate grammar instead of texting language.
3. No private student-to-student messaging will be allowed. Such tools will be used to discuss school-related content only.
4. No put-downs or sarcasm toward another's ideas will be tolerated. All school rules and consequences related to harassment and bullying apply.

CALENDAR—2014-2015

Monday, August 11	Faculty/Staff In-service
Tuesday, August 12	Faculty/Staff In-service
Wednesday, August 13	Faculty/Staff in-service/Freshman Orientation
Thursday, August 14	First Day of Classes
Monday, September 1	Labor Day Holiday (No School)
Friday, October 10	End 1 st Quarter (41 days)
Monday, October 14	Conference PD Day
Tuesday, October 28	Parent-Teacher Conferences (3:30 to 5:30)
Thursday, October 30	Parent-Teacher Conferences (3:30 to 5:30)
Friday, October 31	No School
Tuesday, November 25	Dismiss at 1pm
November 26-28	Thanksgiving Break (No School)
Friday, December 20	End 1 st Semester-1pm release time (86 days)
Friday, December 19	Dismiss at 1pm
December 22-January 1	Christmas Break (No School)
Friday, January 2	Teacher Workday/PD Day
Monday, January 5	Begin 3 rd Quarter
Monday, January 19	No School/Martin Luther King Day (Snow makeup day #1)
Monday, February 16	No School (Snow makeup day #2)
Friday, February 20	Dismiss at 1pm (Parent-Teacher Conferences, 2pm to 6pm)
Friday, March 6	End 3 rd Quarter (44 days)
Friday, March 13	No School (Teacher PD Day)
Monday, March 16	No School (Snow makeup day #3)
Friday, April 3	No School (Good Friday)
Monday, April 6	No School (Snow makeup day #4)
Friday, April 24	No School (Snow makeup day #5)
Friday, May 8	Dismiss at 1:00 (End 2 nd Semester—170 days)

Make-up Days—January 19, February 16, March 16, April 6, April 24, May 11, May 12, May 13, May 14, May 15

CHANGING CLASS SCHEDULE

Changes in a student's schedule may be made only in cases of absolute necessity. Example: a senior who overlooked a class needed for graduation at the time of enrollment. Schedule changes shall be made through the principal, counselor, and teachers, but the principal's approval must be obtained before a change may occur. A change of schedule form must be filled out and all teachers involved must sign it. This form must be returned to the counselor when completed in order for the course change to be processed. A notice from Mrs. Cook will be provided regarding the approval or denial of the course change request.

Students will have five days at the beginning of the first semester and three days at the beginning of the second semester to change classes. After change of schedule days have expired students must retain their original schedule.

CHILD ABUSE AND NEGLECT

All Mansfield School District personnel are required by state law and Board policy to report suspected cases of child abuse or neglect to family services of the Department of Social

and Health and/ or law enforcement within 48 hours of becoming aware of the suspected abuse or neglect.

CLASSIFICATION OF STUDENTS BY CREDITS

A student’s classification will be determined by the number of credits that have been earned and recorded on the official school transcript at the beginning of each semester. Students may have their classification changed at mid-year if they pass first semester classes and earn sufficient credit to do so.

Students must earn a minimum number of credits in order to be classified accordingly. The following is the breakdown:

- Freshman.....0-6.0 Units of Credit
- Sophomore.....6.0-12 Units of Credit
- Junior.....12-18 Units of Credit
- Senior.....18-25 Units of Credit

CLASSROOM EXPECTATIONS

All Mansfield High/Middle School students will meet the following expectations on a daily basis:

- Students will be in attendance at least 90% of the time.
- Students will be in their seats and ready to learn when the tardy bell rings.
- Students will be prepared for class by having their books, supplies, and completed homework.
- Students will be respectful of the teacher, other students, and school property.
- Students will be safe and orderly at all times.
- Students will maintain a positive attitude toward learning.
- Students will take great pride in being a Mansfield Lion!

CULTURE

District Standards—The Mansfield School District sees educating all students as its mission “Educating Everyone Takes Everyone.”

School Song—*Dear old high school, Mansfield High School, proud of thee art we. Ours are hearts that fondly love thee, here’s a health to thee. Proud are thou in classic beauty, of thy noble past. With the watchword honored duty, thy high fame shall last.*

School Colors—Maroon/White/Gold Trim

Mascot—Lions

Educational Philosophy—The parents, patrons, faculty, staff, administration, and students of the Mansfield School District believe:

1. Our students should understand the heritage and principles of democratic institutions and of democratic government,
2. Our students should attain the academic and/or vocational skills necessary in order to succeed in their chosen field of work.
3. Our students deserve the best education available. To that end we believe in involving all possible resources and utilizing only the highest quality of such resources.

4. Our students should learn to think, question, be creative, and know how to find answers rather than just memorize the facts.
5. Our students should be taught to care for the physical well-being of themselves and those for whom they are responsible. A health conscious student should strive to be drug-free, tobacco-free, and disease-free.
6. Our students should learn to be honest, reliable, self-disciplined, responsible, and to have self-esteem.
7. Our students are a product of many factors: school, community, church, and family. All should work together on the student's behalf.

DAILY ANNOUNCEMENTS

In the HS at 11:56, the start of advisory, daily announcements will be read over the intercom. Advisory teachers will also have copies of those announcements. This is an integral part of each school day. Important events, celebrations, and other crucial information will be shared through these announcements. Students are to remain in advisory until the announcements have been read. Contact Janet Brooke to have events put into the announcements.

DEFIBRILLATORS

Defibrillators are located on the wall just outside the Central Offices. Administrators have the keys, but in an emergency break the glass.

DETENTION

The provisions of detention shall provide the administration with an additional alternative for dealing with disciplinary problems that occur in the school. When this alternative is appropriate, students will be assigned to serve a specified time period in the detention program. The length and frequency of detention will be determined by the administration.

DRESS AND APPEARANCE

As a community we take pride in the appearance of our students. Your dress reflects the school, your conduct, and your home. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. **The principal may request student improvement on dress or request a student to return home to change clothes before returning to school if it is felt that the clothes are inappropriate.** All dress and appearance shall be based on the taste and manner in which the clothing is worn. In keeping with established practices of good hygiene, safety, moral and social values, and to provide for the minimum of disruption and a maximum of learning opportunity, below is our student dress code.

1. Shoes, flip flops, or sandals shall be worn by all students.
2. Teachers of specific courses where safety or health is a factor may require students to adjust hair or clothing or to wear safety equipment during that class period.
3. Any clothing worn shall not have writing, drawings, or emblems that are obscene or derogatory or that detract from school discipline or academic progress.
4. Halters, backless clothing, short midriffs, tops with spaghetti straps, or any garments that allow cleavage or undergarments to show shall not be permitted in

- the classroom. Shirts or tee-shirts cannot be sleeveless.
5. Clothing styles, unusual grooming, or jewelry that creates disorder either in the classroom or while attending school-sponsored activities is not acceptable.
 6. Hair length is not a concern, but hair should be kept neat and clean.
 7. Headgear (hats, caps, dew rags, etc) shall not be worn by students inside the buildings.
 8. Clothing which promotes illegal activities, such as drinking alcoholic beverages or using drugs, shall not be worn.
 9. Bandannas that cover the head are not appropriate.
 10. Sagging is not allowed. Pants must be worn at waist level.
 11. Shorts or skirts should be no more than three inches above the knee.
 12. Writing on self and/or others is not permitted.

DRIVING PRIVILEGES

Those students granted permission to operate a motor vehicle should understand that driving their vehicles to school is a privilege which may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Student Driving Policy. Vehicles parked on school property are subject to random searches at any time pursuant to Board policy.

The Mansfield R-IV School District assumes no responsibility or liability for injuries to persons or for damage or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by the following rules:

- Any student who parks on school property in other than assigned parking areas or who illegally parks in fire lanes, disabled spaces, visitor spaces, or any other unapproved area will be subject to consequences up to and including loss of the privilege to park on campus
- Students who chronically violate the parking policy may lose their driving privileges for up to one year
- Students must observe posted speed limits while driving on the school property
- Students must park in designated student parking lots
- School buses and pedestrians have the right-of-way at all times
- Driving privileges may be denied for violation of attendance policies (to include absences, tardies, and/or leaving school without permission, fighting/assault, possession of a weapon or a look-alike, possession of drugs or alcohol or look a likes, having more than five office referrals for discipline)
- Students are not allowed to move their cars without permission from the office
- Students are not to loiter in their cars during school hours.

Students may lose their driving privileges for the following reasons:

- Students have violated their agreement with the school by not abiding by the rules of parking on campus (see above)
- Students have been absent without legitimate excuse for more than 10 consecutive days or a total of 15 or more school days

- Students have withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent
- Students have been suspended or expelled from school and the reason for the suspension or expulsion is the use, possession, or sale of illegal drugs or alcohol.

DROPPING OUT OF SCHOOL

Missouri State Law requires all children between 7 and 17 years of age to regularly attend a public, private, parochial, parish, home school, or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring the student to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18.

Because dropping out of school is a very serious decision, all students indicating an interest in dropping out will be referred to the counselor and the principal.

DUAL CREDIT

High School students will have the opportunity to pursue college credit(s) while also accumulating high school credit(s). The master class schedule will include dual credit classes in all of the four core disciplines and vocational education. Students will have to meet all prerequisites to qualify to take these courses and there will be credit fees for the college credit. See the counselor for further details.

ELECTRONIC DEVICES AND CELL PHONES

Cellular telephones and other personal communication devices are used for various reasons, including emergency use and parental communication. Students may possess a personal communication device in school according to the following guidelines:

- The device remains silent and is not visible or in use during instructional time. Teachers may allow, however, the instructional use of personal communication devices at their discretion.
- Personal communication devices are not permitted to be on or visible in locker rooms or restrooms.

Students and parents should understand that possession of these devices could pose a risk of loss or theft. We encourage students to properly label their devices and take steps to keep them safe. The school/district will not be liable for lost or damaged devices.

The school principal reserves the right to limit and/or confiscate these devices if the use of these devices is causing a disruption to the school.

A person who finds a student in violation of this policy must report the student to the school principal or his/ her designee. Upon notification, the principal or his/her designee will follow the procedures outlined in Student Code of Conduct and Policies section of this handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational records. It also requires schools receiving federal money to provide parents access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students who are 18 years of age and older.

FINAL EXAMS

Comprehensive final exams will be administered at the last two or three days of quarters 1-3 in all core-related classes (mathematics, science, communication arts, and social studies). Each exam will account for 20 percent of the total quarter grade.

Comprehensive final exams will be administered at the last two or three days of quarters 1-4 in all encore classes (fine arts, practical arts and PE). Each exam will account for 20 percent of the total quarter grade.

In the 4th quarter EOC exams will serve as the final exam. Each exam will account for 20 percent of the total quarter grade. In classes where students are not taking the EOC, comprehensive final exams will be administered. Each exam will account for 20 percent of the total quarter grade.

All formative and summative assessments will be used to improve teaching and learning at Mansfield High School.

FLYERS, POSTERS, AND ADVERTISEMENTS

School related flyers, posters, advertisements, signs, and other notices may **only** be posted with administrative approval. Non-school flyers, posters, signs, or advertisements will not be approved for posting on campus.

GRADING

Class Rankings - Rankings are based on semester grades. GPA will be carried out four decimal places for the purpose of class rank. The title of valedictorian, set at the end of the seventh semester, will be awarded to the highest ranking student(s), and the title of salutatorian will be awarded to the second highest student(s) of the class.

Grade Definitions

- A = The student is more than meeting the demands of the teacher. Work is on time and of superior quality. It shows mastery and exerts a positive influence on the class.
- B = The work is of a superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.
- C = The required work is done satisfactorily. The work is done on time and is of average quality. The student is showing achievement.
- D = The student is not doing all the assigned work, is dependent on others, and is inconsistent, uncertain, and confused. Work is below average but shows growth.
- F = The student is performing unsatisfactory work. Little growth is taking place. Lack of interest and attention and irregular attendance are generally factors.

Grading Scale

A = 95-100	C = 73-76
A- = 90-94	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
C+ = 77-79	F = 59 & below

Deficiency Notices - Unsatisfactory work notices shall be turned into the office for each student who is doing below D- work. Notices shall be mailed to parents of students in grades 9-12 at mid-quarter. These reports are designed to be informative to you and your parents as to progress or lack of progress in courses taken. We encourage parent-teacher conferences if you are having academic difficulty in your classes.

Grade Point Average - To compute a grade point average, the total point values are added first, then divided by the number of classes attempted, as in the following example.

Social Studies	A-	=	10.00
Math	C+	=	6.00
English	B	=	8.00
Science	B+	=	9.00
P. E.	A	=	11.00
TOTAL 44.00			

Honor Roll- It is important to accentuate the academic. MHS publishes a student honor roll after each quarter. Students must maintain a B-average (7.0) to qualify for the honor roll. If a student receives a D or an F, he/she is ineligible for the honor roll. Students must have an A average (10.5) to qualify for the Principal's Honor Roll.

Non-Weighted Grading Scale

A	=	11.00	A-	=	10.00
B+	=	9.00	B	=	8.00
B-	=	7.00	C+	=	6.00
C	=	5.00	C-	=	4.00
D+	=	3.00	D	=	2.00
D-	=	1.00	F	=	0.00

Transfer Grades - Transfer grades that are pass/fail will be given a grade equivalent to the average of all the other grades for that semester.

Weighted Grading Scale

A	=	12.10	A-	=	11.00
B+	=	9.90	B	=	8.80
B-	=	7.70	C+	=	6.60
C	=	5.50	C-	=	4.40
D+	=	3.30	D	=	2.20
D-	=	1.10	F	=	0.00

Weighted Classes - Weighted classes are chemistry, physics, trigonometry, calculus, college writing, college prep, and any course taken for dual college credit.

GRADUATION

Ceremony - Please be sure that you have read, understand, and agree to the expectations which relate directly to the MHS Graduation Ceremony. Understanding those expectations should prevent any disruption to the procedure and avert the need for excluding anyone from the MHS Graduation Ceremony.

The graduation ceremony is an optional ceremony. Students will not be allowed to go through graduation activities if their caps and/or gowns have been altered in any way. The administration has the discretion to not allow a student to participate in the graduation ceremony if the student's dress is not appropriate for the ceremony or if the student has participated in inappropriate behavior prior to graduation.

Overall Behavior:

1. Any student involved with vandalism or criminal trespass to school property as well as gross misconduct will not be allowed to participate in the graduation ceremony.
2. All rules and policies for the school will be enforced at the rehearsal and ceremony.
3. This is not an appropriate time or occasion to demonstrate either verbally or symbolically inappropriate behavior.
4. Students will remain properly dressed throughout the ceremony.
5. Possession or use of any object which would disrupt the ceremony or cause injury will lead to immediate removal. Examples of such objects are air horns, firecrackers, beach balls, silly string, balloons, coins, etc.
6. The graduation ceremony is not an appropriate time for "tailgating" or picnic activities. Alcoholic beverages are prohibited at this school function.
7. Consumption of drugs/alcohol prior to rehearsal or the ceremony will be considered a breach of this contract, and participation in the ceremony will be denied. Referral to the police will result.
8. **Arrive at rehearsal on time.** All rules and policies of the school will be enforced.
9. All students who plan to participate in the graduation ceremony must attend the rehearsal from 9:00 a.m. to when we are done. Unexcused or tardy students may be excluded from the graduation ceremony.
10. Students will follow directions and cooperate during the rehearsal process.
11. Normal school attire is acceptable for rehearsal. Hats and sunglasses are not allowed. Shirts and shoes are required.
12. Students whose inattentive behavior indicates a lack of interest in promoting a successful ceremony may be prevented from participating in graduation.

13. Students who cause a disruption will be removed and may not be allowed to participate in the graduation ceremony.
14. Any student arriving to graduation rehearsal having consumed or in possession of any amount of alcohol or any illegal drug will be excluded from the rehearsal and graduation ceremony and will be referred to the police.
15. Any student displaying gross misconduct or insubordination to any staff member at graduation rehearsal will be excluded from the graduation ceremony.
16. Students should understand that any school personnel have the authority to remove a student who is not in compliance with the behavior or dress code at any time during the ceremony.
17. Appropriate dress for the formal graduation ceremony is the cap, gown, tassel and medallion (cap and gown should not be altered in any way) with the following apparel:
BOYS: Shirt /Slacks or jeans / Shoes
GIRLS: Dress / Skirt / Blouse / Slacks or jeans / Shoes
18. Wearing of sunglasses inside the building is inappropriate.
19. Any student arriving at graduation having consumed or in possession of any amount of alcohol or any illegal drugs will be excluded from the ceremony and will be referred to the police.
20. Any student displaying gross misconduct or insubordination to any staff member at graduation will be excluded from the ceremony.
21. Upon the conclusion of the ceremony, students will exit as directed at rehearsal.
22. Students will be directed to pick up their diplomas from school personnel at a predetermined area. Students failing to meet at their designated location and time may make arrangements to pick up their diplomas at Mansfield High School the following week. Any type of inappropriate behavior during the ceremony may result in the diploma being withheld. A parent conference with the student and Principal will be necessary before the diploma is released

Removal Process - Any student prevented from participating in the graduation ceremony because of inappropriate dress, behavior or consumption/possession of alcohol/drugs will be escorted out of the facility by school personnel. Family members should expect to meet him/her at the main entrance.

If a diploma is withheld, arrangements for picking up the diploma must be made by calling the Principal's office (417-924-3236) the following school day. A parent conference with the student and Principal will be necessary before the diploma is released. If the student is removed from participating in graduation, it is expected that the student and the family will cooperate.

We understand that graduation is a formal ceremony which is completely optional and that any student judged by school personnel to have violated these expectations for general behavior, rehearsal behavior, and graduation behavior may be removed and/or have his/her diploma withheld.

Graduation Requirements (grades 10-12) - The Mansfield R-IV Board of Education has set the following graduation requirements:

- English, 4 credits (English I, II, III, and a fourth credit required)
- Mathematics, 3 credits (Algebra A being the lowest course)

- Science, 3 credits (physical science, biology, and a third credit required)
- Social studies, 3 credits (American history, World history, government (1/2), and history elective required)
- Personal finance, 1/2 credit
- Physical education, 1 credit
- Practical arts, 1 credit (industrial technology, agriculture, family and consumer science, or business)
- Fine arts, 1 credit (art or music)
- Health, 1/2 credit
- Electives, 8

Total of 25 credits required for graduation.

Graduation Requirements (grade 9) - For students, starting with incoming Freshman (graduating class of 2018), the Mansfield R-IV Board of Education has set the following graduation requirements:

- English, 4 credits (English I, II, III, and a fourth credit required)
- Mathematics, 4 credits (Algebra A being the lowest course)
- Science, 4 credits (physical science, biology, and a third credit required)
- Social studies, 3 credits (American history, World history, American Government)
- Personal finance, .05 credit
- Physical education, 1 credit
- Practical arts, 1 credit (industrial technology, agriculture, family and consumer science, or business)
- Fine arts, 1 credit (art or music)
- Health, .05 credit
- ACT Prep, .05 credit
- Personal Plan of Study Electives, 7.5 credits

Total of 27 credits required for graduation.

Graduate Goals - The Mansfield R-IV School District has adopted as its "graduate goals" the following:

Goal One:

Students in the Mansfield School District will acquire the knowledge and skills to gather, analyze, and apply information and ideas.

Students will demonstrate within and integrate across all content areas the ability to:

1. Develop questions and ideas to initiate and refine research.
2. Conduct research to answer questions and evaluate information and ideas.
3. Design and conduct field and laboratory investigations to study nature and society.
4. Use technological tools and other resources to locate, select, and organize information.
5. comprehend and evaluate written, visual, and oral presentations and works
6. Discover and evaluate patterns and relationships in information, ideas, and structures.
7. Evaluate the accuracy of information and the reliability of its sources.
8. Organize data, information, and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation.
9. Identify, analyze, and compare the institutions, traditions, and art forms of past and

present societies.

10. Apply acquired information, ideas, and skills to different contexts as students, workers, citizens, and consumers.

Goal Two:

Students in the Mansfield School District will acquire the knowledge and skills to communicate effectively within and beyond the classroom.

Students will demonstrate within and integrate across all content areas the ability to:

1. Plan and make written, oral and visual presentations for a variety of purposes and audiences.
2. Review and revise communications to improve accuracy and clarity.
3. Exchange information, questions and ideas while recognizing the perspectives of others.
4. Present perceptions and ideas regarding works of the arts, humanities and sciences.
5. Perform or produce works in the fine and practical arts.
6. Apply communication techniques to the job search and to the workplace.
7. Use technological tools to exchange information and ideas.

Goal Three:

Students in the Mansfield School District will acquire the knowledge and skills to recognize and solve problems.

Students will demonstrate within and integrate across all content areas the ability to:

1. Identify problems and define their scope and elements.
2. Develop and apply strategies based on ways others have prevented or solved problems.
3. Develop and apply strategies based on one's own experience in preventing or solving problems.
4. Evaluate the processes used in recognizing and solving problems.
5. Reason inductively from a set of specific facts and deductively from general premises.
6. Examine problems and proposed solutions from multiple perspectives.
7. Evaluate the extent to which a strategy addresses the problem.
8. Assess costs, benefits, and other consequences of proposed solutions.

Goal Four:

Students in the Mansfield School District will acquire the knowledge and skills to make decisions and act as responsible members of society.

Students will demonstrate within and integrate across all content areas the ability to:

1. Explain reasoning and identify information used to support decisions.
2. Understand and apply the rights and responsibilities of citizenship in Missouri and the United States.
3. Analyze the duties and responsibilities of individuals in societies.
4. Recognize and practice honesty and integrity in academic work and in the workplace.
5. Develop, monitor, and revise plans of action to meet deadlines and accomplish goals.
6. Identify tasks that require a coordinated effort and work with others to complete those tasks.
7. Identify and apply practices that preserve and enhance the safety and health of

self and others.

8. Explore, prepare for and seek educational and job opportunities.

Communication Arts:

In Communication Arts, students in the Mansfield School District will acquire a solid foundation which includes knowledge of and proficiency in:

1. Speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization).
2. Reading and evaluating fiction, poetry and drama.
3. Reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals).
4. Writing formally (such as reports, narratives, essays) and informally (such as outlines, notes).
5. Comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions).
6. Participating in formal and informal presentations and discussions of issues and ideas.
7. Identifying and evaluating relationships between language and culture.

Mathematics:

In Mathematics, students in the Mansfield School District will acquire a solid foundation which includes knowledge of:

1. Addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations.
2. Geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes.
3. Data analysis, probability and statistics.
4. Patterns and relationships within and among functions and algebraic, geometric and trigonometric concepts.
5. Mathematical systems (including real numbers, whole numbers, integers, fractions), geometry, and number theory (including primes, factors, multiples).
6. Discrete mathematics (such as graph theory, counting techniques, matrices).

Science:

In Science, students in the Mansfield School District will acquire a solid foundation which includes knowledge of: properties and principles of matter and energy.

1. Properties and principles of force and motion.
2. Characteristics and interactions of living organisms.
3. Changes in ecosystems and interactions of organisms with their environments.
5. Processes (such as plate movement, water cycle, air flow) and interactions of Earth's biosphere, atmosphere, lithosphere and hydrosphere.
6. Composition and structure of the universe and the motions of the objects within it.
7. Processes of scientific inquiry (such as formulating and testing hypotheses).
8. Impact of science, technology and human activity on resources and the environment.

Social Studies:

In Social Studies, students in the Mansfield School District will acquire a solid foundation which includes knowledge of:

1. Principles expressed in the documents shaping constitutional democracy in the United States.
2. Continuity and change in the history of Missouri, the United States and the world.
3. Principles and processes of governance systems.
4. Economic concepts (including productivity and the market system) and principles (including the laws of supply and demand).
5. The major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment.
6. Relationships of the individual and groups to institutions and cultural traditions.
7. The use of tools of social science inquiry (such as surveys, statistics, maps, documents).

Fine Arts:

In Fine Arts, students in the Mansfield School District will acquire a solid foundation which includes knowledge of:

1. Process and techniques for the production, exhibition, or performance of one or more of the visual or performed arts.
2. The principles and elements of different art forms.
3. The vocabulary to explain perceptions about and evaluations of works in dance, music, theater, and visual arts.
4. Inter-relationships of visual and performing arts and the relationships of the arts to other disciplines.
5. Visual and performing arts in historical and cultural contexts.

Health and Physical Education:

In Health and Physical Education, students in the Mansfield School District will acquire a solid foundation which includes knowledge of:

1. Structures of, functions of, and relationships among human body systems.
2. Principles and practices of physical and mental health (such as personal health habits, nutrition, stress management).
3. Diseases and methods for prevention, treatment and control.
4. Principles of movement and physical fitness.
5. Methods used to assess health, reduce risk factors, and avoid high-risk behaviors (such as violence, tobacco, alcohol and other drug use).
6. Consumer health issues (such as the effects of mass media and technologies on safety and health).
7. Responses to emergency situations.

Honor Cords – The following are requirements for graduating senior honor cords:

- At least a 9.5 grade point average on an 11 point scale
- The student must be enrolled in a minimum of five (5) core classes.

- Score above the prior year’s national composite average mean on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT. Check the current year’s certification forms for the required minimum scores.
- The students must have successfully completed at least 1 weighted course
- Maintain a 9-12 attendance rate of at least 95 percent.

Non-Graduating Seniors Policy - Definition: A non-graduating senior is defined as any student who cannot graduate by any means by the end of the current school term. Only non-graduating seniors who are within one credit of graduation, AND have committed to full-time summer school, will be allowed to walk in graduation ceremonies.

Applying for Eighth Semester Option - To be eligible to leave school during your senior year and receive your diploma at the end of the normal time, students shall be required to make application in the counselor's office. Students desiring this option may apply and state their plan no later than ten (10) school days after the beginning of the seventh semester.

Mid-Year Graduating Policy - Mid-year graduating seniors may participate in all senior activities of the school year.

GUIDANCE SERVICES

The counselor is available to students who need help with the selecting of post-secondary goals, schedule changes, and other educational matters. The function of the guidance counselor is to provide guidance for each student to reach his/her full potential in the areas of educational, vocational, social, and emotional development. Guidance and counseling master calendar, scholarships information, and other important information can be found at the Mansfield website (mansfieldschool.net) under the heading “guidance department.”

HEALTH SERVICES

Mission of student health services: To assist students to achieve academically and socially in the school environment by promoting health and wellness for all students.

Board of Education Policy - It is the policy of the board of education to provide for the health and physical well-being of students through the district-wide student health services program. The purpose of the program is to help each student attend school in optimum health and to benefit from the school experience.

The student health services program shall not include diagnosis, treatment, or the administering of medicine for physical ailments of which the parents/guardians are aware before the child is sent to school, unless special arrangements have been made with the health services staff. It is also strongly suggested that the parent/guardian or other custodian follow a pattern of having their child or children examined by a physician on a regular basis.

Children must be healthy to learn. The school nurse strengthens and facilitates the education process by identifying, modifying, or remediating health-related barriers to learning for individual students and by promoting an optimal level of wellness for all students and staff. The nurse assumes responsibility for appropriate assessment, planning, intervention, evaluation, and/or referral activities; serves as the direct link between physicians, families, and other community agencies to assure access and continuity of health care of students; provides relevant instruction, counseling, and guidance to students, parents, staff, and others concerning health-related issues; upholds professional standards, the state Nurse Practice Act, and other state and local statutes and regulations applicable to school nursing practice; and adheres to district policies and administrative guidelines.

Objectives

1. Utilizes a distinct knowledge base for decision-making in nursing practice.
2. Uses a systematic approach to problem-solving in nursing practice.
3. Contributes to the education of the student by planning and providing appropriate nursing care and by evaluating the identified outcomes of care.
4. Uses effective written, verbal, and nonverbal communication skills.
5. Assists students, families, and the school community to achieve optimal levels of wellness through appropriately designed and delivered health education.
4. Identifies, delineates, and clarifies the nursing role, promotes quality of care, pursues continued professional enhancement, and demonstrates professional conduct.

Illness or Injury - When a student becomes ill or injured at school, he is often sent to the health room for assessment and treatment by the school nurse or designee. The school nurse assesses each situation on an individual basis and will make a determination of the appropriate action to be taken.

Health room visit forms are used for documenting student's injuries and/or illnesses. The parents/guardians receive the yellow copy of the health room visit form. This form describes the student's problem, assessment finding, treatment, and suggestions the school nurse may make to the parent/guardian or to the classroom teacher.

If the student is ill and cannot remain at school, the parent/guardian will be notified by phone if possible and arrangements can be made for the child to be picked up from school. If the parent/guardian cannot be reached, persons authorized by the parents may be notified and make arrangements to pick the child up from school. This is one of the reasons that keeping the school informed of changes in phone numbers, addresses, living arrangements, etc. is vitally important.

In cases of serious injury or illness, the school nurse should be notified immediately. The Emergency Medical Service (EMS), phone 911, may also be called. The nurse and/or medical personnel will care for the student, and the parent/guardian will be contacted as soon as possible. If the injury or illness requires immediate attention and the school is unable to locate a parent/guardian, emergency care will be provided by school personnel and/or emergency medical personnel, and the student may be taken to a hospital emergency room or to the local physician (medical advisor to the school). When the parent has no phone, every reasonable effort will be made to

locate a member of the family, a relative, or someone designated by the parent/guardian who will assume responsibility for the care of the child. If no one can be reached, the child must remain at school until proper arrangements can be made, except in emergencies which require immediate medical attention. The school district is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid.

Medication Administration - The Mansfield School District recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. The school nurse will determine the safest, most effective administration of that medication in compliance with the regulations that follow.

Acetaminophen (Tylenol) - May be given to students for minor aches and pains or elevated temperature only if the nurse feels it is appropriate and if the parent/guardian has given written authorization.

Prescription and Non-Prescription Medicine

1. Prescription and non-prescription medication shall be delivered to the school in the current prescription bottle or the original container. All controlled substances prescribed to students to be taken during the school day must be delivered to the health room by the parent/guardian. These include, but are not limited to, Tylenol with Codeine, Ritalin (Methylphenidate), Adderall, Concerta, Lorcet Plus, Darvocet N 100, Vicodin, Lortab, Norco, and cough syrups with Codeine.
2. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication.
3. The medication shall be administered by the school nurse, or principal designee according to the directions on the medication and parent authorization form. After assessment of the student needs and understanding of medication, it may be determined by the school nurse that the safest procedure is for the student to take responsibility for their own medication, i.e., inhalers.

Verification - Responsibility for taking medication should be assumed by secondary students (unless otherwise indicated on an individual health plan). If it is deemed that the student can assume responsibility for medication, no more than a daily dosage should be carried. A parent's written authorization must be on file if it is necessary for a student to carry medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. This note should be kept in the nurse's office.

Daily Medication - Some students are required to take medication on a daily basis at school. The parent or guardian must send the medication to school in its original container labeled with the physician's prescription, accompanied by written authorization and instructions for the school nurse or designee to give the medication.

This authorization must be signed by the parent and must include the following

information: the name of the medication to be given, the reason the medication is being given, the amount, time and route the medication is to be given, possible side effects, and the termination date, if applicable.

The parent or guardian must inform the school nurse of any changes in the medication, schedule, dosage, or other modifications of the original order. The physician may be contacted for additional information if it is required by the school nurse. The parent or guardian may be asked to sign a release of medical information for this purpose.

Confidentiality - Any information obtained by the school nurse is strictly confidential.

District Rights - The school district retains the right to reject requests for administration of medication. The parent/guardian must assume responsibility for informing the school of any change in the student's health or change in medication.

Prevention and Control of Disease - In order to ensure the health and safety of all students, the prevention and control of communicable disease is a very important role of the school nurse and the school health services.

Communicable disease is defined as any disease that can be transmitted or passed from one person to another. Due to the close contact that students have with one another at school, any communicable disease is capable of infecting many persons in a very short period of time. Consider the common cold; it can easily be passed to several members of the household rapidly.

Some illnesses are minor and pose no great threat. Others can be very dangerous, especially to certain members of the population, with children high on the list of those most at risk.

The school nurse must keep track of communicable diseases and report certain cases to the county health department. If your child has been diagnosed with an illness that your physician has explained as being contagious, please notify the school nurse. It may not be a reportable disease, but this information can also be used in caring for other students and for making appropriate referrals.

Illness - School attendance is not recommended when a child is ill. It is best to keep a child at home if:

- The child has a fever. He / she should be free of fever for 24 hours without medication to reduce fever before returning to school. Temperatures that are normal in the morning will often be elevated by afternoon. ALERT! Recent research has shown an association between the development of Reye's Syndrome (a disease that affects the brain and liver) and the *use* of aspirin for treating influenza-like illnesses, chicken-pox, and colds. The use of non-aspirin pain relievers/ fever reducers is strongly recommended.
- The child is vomiting or has continuous diarrhea (anti-nausea
- Drugs should not be given unless ordered by your physician). A physician should be contacted if the vomiting or diarrhea lasts longer than 24 hours or becomes severe.
- The child has a persistent cough.
- The child develops a generalized skin rash (all over the body).

Illness at school - Students who become ill or need medical attention are instructed to obtain permission from their teacher and report to the high school office for a nurse's pass before going to the nurse's office in the elementary building. If ill during the noon hour, report to the office. If necessary; parents will be contacted and transportation home arranged.

DO NOT LEAVE CLASS OR SCHOOL GROUNDS WITHOUT PROPERLY CHECKING OUT THROUGH THE PRINCIPAL'S OFFICE OR WITH THE SCHOOL NURSE.
STUDENTS ARE NOT AUTHORIZED TO EXCUSE THEMSELVES FROM SCHOOL!

Head Lice Policy - It is the policy of the Mansfield R-IV school system, in an effort to control the spread of head lice in the school population, that the following procedures be followed.

1. All elementary students will be checked for the presence of head lice at the beginning of each school year.
2. Students are referred to the school nurse in suspected cases of infestation. If the child is found to have head lice, the child's classmates will be checked.
3. Periodic classroom head checks may be performed at the nurse's discretion. As always, consideration for the educational process is foremost. The teacher and nurse will discuss the appropriate time that is best for the individual classroom.
4. Any student who is found to have head lice or nits will be excluded from the classroom. Either live lice or the presence of nits in the hair will result in exclusion from the classroom.
5. The school nurse will provide the parent / guardian with information regarding the need for a pediculicidal product, as well as methods to treat the infestations on the hair and in the home, following the guidance of the school's medical director and recommendations of the state department of health. (There are some lice treatments that require physician's prescription, but that will be the parent's choice.)
6. The student will be examined upon returning to school. Any evidence of active lice or the presence of nits will require continued exclusion.
7. Accurate health records will be maintained and will include a record of any student who has been excluded for lice or nits.
8. If the same student is found to have lice on a recurring basis, it will be at the discretion of the building administrator if further action is taken.

Student Health Assessments - Many of the health assessments, i.e.; vision, hearing, dental, and speech screenings, are performed annually during the elementary School Health Fair Days for students in first through tenth grade. In addition to the annual screenings, hearing and vision screenings are performed throughout the school year when referred by parents or teachers or when a student is being considered for special education placement.

Vision Screening - The objectives of the vision screening are to identify any vision deficits, to make appropriate referrals for medical care, and to make any necessary adjustments in the student's school program to allow him/her to function to the best of his/her ability. If a student fails the vision screening, a letter will be sent to the parent/guardian, and follow-up care will be suggested. After the student is seen

by a physician, it is most helpful if the parent/guardian informs the school nurse of the results and any recommendations that are made.

Hearing Screening - The objectives of the hearing screening include identification of the student with a possible hearing deficit, follow-up and referral if appropriate, and making any adjustments in the student's school program that will assist the student to function to the best of his/her ability.

If the student fails the initial hearing screening, he will be screened again within 2-4 weeks. The results of hearing screenings can be greatly influenced by acute illnesses or infections: i.e.; ear infections, nasal congestion, and even allergies. If the student fails the second screening, a letter will be sent to the parent or guardian for follow-up medical care.

The results of the screenings can be shared with the physician if requested. After the physician has made recommendations, parents should notify the school for proper documentation and any necessary modifications.

Dental Screening - Visual dental screenings are performed to identify any dental problems students may have. Referrals are made if necessary for follow-up dental care.

Speech Screening - The speech therapist conducts all speech screenings. Parents are notified in writing if a referral is appropriate. The school nurse can assist in making arrangements for medical and/or dental care that may be necessary. Providing information to parents or guardians regarding community, government, and private resources that may be available is vital to ensure the continued good health and safety of all the children in the district.

Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization, before they can attend school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period (meaning 4 or fewer days prior to the recommended interval or age), so students in all grade levels may receive immunizations up to 4 days before they are due.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current ACIP Schedule, including all spacing, (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>)
- To remain in school, students "in progress" must have an Imm.P.14 form (which includes appointment date for needed immunization(s)) on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (For example, hep B vaccine series was begun, but the child is not yet eligible to receive the next dose in the series.)
In progress does not apply to the Tdap or Td booster. Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption

card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Doses Required by Grade

Grades 9-11 4 DTaP

Grade 12 3+ DTaP

Grades 9-12 3+ IPV (Polio)/Hepatitis B

Tdap or Td required 10 years after last DTaP, DTP, or DT.

2 measles, 1 mumps, 1 rubella required; however, 2 MMRs are highly recommended.

Varicella - No doses required; however, vaccination is highly recommended.

1. Last dose on or after fourth (4th) birthday and last dose of pediatric pertussis before seventh (7th) birthday. Maximum needed: six (6) doses.
2. Tdap, which contains pertussis vaccine, is required for students enrolled in grade eight (8) who have completed the recommended childhood DTP / DTaP vaccination series and have not received a Td booster dose within the past two (2) years. For grades 9-12, a Tdap or Td booster is required ten (10) years after the last dose of DTaP, DTP, or DT. Tdap may be given at any time in the event of a pertussis outbreak situation.
3. Last dose must be administered on or after fourth (4th) birthday.
4. Kindergarten: As satisfactory evidence of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

Grades 1-5: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

Upon enrollment the school nurse will review the immunization record of each new student. If the student is not in compliance with the state requirements the nurse will provide the parent/guardian with the information so the student will be in compliance.

If a student has a medical reason for not receiving the required immunization(s), the parent must obtain a medical exemption form, signed by the child's physician, and return it to the school nurse. (Forms are available from the physician or the school nurse.) If there are religious objections, the parent must sign the appropriate form and return it to the school nurse. (Forms are available from the school nurse.)

If the student is in the process of completing the series, the parents/guardians must obtain an *In-progress* form from the physician or health department. The student must receive the required immunizations at the time indicated on the form, or the parent/guardian must obtain another "In-progress" form and return it to the school nurse.

Students will be excluded from school if they are not in compliance with these requirements. If a student is exempt from immunizations for medical or religious beliefs and an outbreak of an illness occurs that they are not immunized against, they will be excluded from school until the state health department declares that it is safe for them to return. (For example, from the Missouri Department of Health immunization guidelines: "in the event of a probable or confirmed case of mumps in a student, exclusion of susceptible students from affected schools and schools judged by local public health authorities to be at risk for transmission should be considered. Pupils who have been exempted from mumps vaccination should be excluded until at

least 26 days after the onset of infection in the last person with mumps in the affected school.")

The school nurse, in cooperation with the Wright County Health Department, may periodically sponsor immunization clinics at the school. For example: Td (tetanus-diphtheria) boosters are due every ten years, and the health department may schedule a clinic to update all students that require a booster. Parents are sent a letter of information including the date their child will need the booster. If the parent consents, they may fill out the required form, sign, and return it to the school nurse, and their child is then eligible to participate. The parent/guardian must assume responsibility for assuring that their child is adequately immunized. The school nurse is available to provide information about community resources that may be available.

HOTLINE HELP

The following hotline numbers can be used as necessary.

- Cocaine Hotline 1-800-COC-AINE
- Drug Abuse Hotline 1-800-662-HELP (English) 1-800-66-AYDUA (Spanish)
- National Institute on Drug Abuse Prevention Helpline 1-800-552-HELP
- National Council on Alcoholism 1-800-NCA-CALL

INTERSCHOLASTIC ACTIVITIES

There are many activities in which a student represents our school in competition with other schools. Mansfield High School follows the rules of the Missouri State High School Activities Association (MSHSAA) and the Summit Conference. The principal reserves the right to determine a student's eligibility for participation by having grade and citizenship requirements. Citizenship does include out of school behavior. Check closely with your coach and protect your eligibility.

IN-SCHOOL SUSPENSION (ISS)

A student who has received ISS as a consequence for faulty decision making is required to attend school. Students shall report on time to the ISS room each day of their assigned detention.

Students are responsible for gathering classroom assignments before 8:30 a.m. It is the student's responsibility to make sure all assigned work is completed and turned in, on time, to the appropriate classroom teacher.

All grades, tests, and homework shall be counted for regular credit. Teachers shall make appropriate classroom assignments for students and shall count the grades, tests, and homework done by the students.

Students who misbehave in ISS will have additional ISS day(s) to serve or will be suspended, depending on the violation. When the students return from suspension, they will serve ISS days.

INTERVENTION PROGRAMS

Mansfield R-IV promotes a dynamic approach to addressing academic deficiency and misbehavior. At every opportunity staff will utilize informal and formal interventions to further student performance. Strategies will include, but are not limited to, parent contact, structured advisory time, tutoring, Saturday school, summer school, detention time, in school suspension, out of school suspension, and community service.

LATE TO SCHOOL

Students arriving late to school must sign in with the attendance secretary and will be counted as tardy.

LEARNING LAB

The MHS Learning and Language Lab is part library, part computer lab and part tutoring and support center. These state-of-the-art facilities enable students to explore online curriculum and have access to reading, math and more subjects than ever before. Every student has his or her own personal computer and workspace and learns at a level that allows them to succeed. Students are able to schedule their coursework in a way in which they are able to watch video lectures, read digital textbook content and complete interactive exercises and quizzes on the computer—and a classroom where they work with a supervising teacher. By taking this approach, MHS can greatly expand its course electives, dual credit offerings and expand the foreign language curriculum. MHS students have the opportunity to participate in multiple dual credit college courses and learn over 25 different languages, all while in the high school environment. The Learning Language Lab is an extension of the Guidance Department, with a goal to provide the necessary tools for each student to become college and career ready.

LIBRARY VISITATION

To ensure adequate supervision communication **MUST** take place before sending students to the library. Unless prior arrangements are made three students at a time from each classroom may go to the library. If an entire class needs to use the library, the teacher should schedule the visit in advance and should accompany the class. Students are expected to return library materials on time and in good condition. Students will be charged .05 cents per day for each overdue library item. Students will be charged for book damage. Students who have library materials from the previous school year will forfeit all library privileges until the items are either returned or paid for. Use of computers in the library is restricted to Accelerated Reader testing, word processing, and research.

LOCKERS AND SCHOOL PROPERTY

Each student shall be assigned a locker for his use during the school year. The student or students occupying a locker are responsible for the care of that locker and should not deface the property in any way. Locker checks may be necessary if neatness is not observed. **DO NOT SWITCH LOCKERS UNLESS IT IS APPROVED THROUGH THE PRINCIPAL'S OFFICE.**

LUNCH RULES

Mansfield High School operates a closed lunch schedule. This means that students may not leave campus during the lunch periods, and they may not go to their vehicles without permission from the principal. Students needing to leave campus must follow District policy (see “**ATTENDANCE POLICY AND PROCEDURES—Leaving School**”).

During lunch students are to stay away from areas where classes are in session. All students must eat in the cafeteria. Students using the cafeteria, please remember it is

for your convenience, and it is up to you to ensure good manners and cleanliness. Students are expected to properly dispose of litter. Food and drink are not allowed in classrooms or in the hallways unless directly supervised by a staff member.

NON-DISCRIMINATION POLICY

Students are enrolled in the class of their choice and capability regardless of their race, color, creed, sex, national origin, or handicapping condition. Any written complaint or allegation of discrimination may be presented to the superintendent for investigation and recommendations.

OUT-OF-SCHOOL SUSPENSION

During out-of-school suspension students are not to attend school, classes, or any school activity. All grades, tests, and homework can be completed. Assignments, assessments, and general school work will need to be completed in the ISS room. All makeup work is due within two days of the students return to campus.

A student on out-of-school suspension shall not be allowed to return to the school campus during the suspension. This includes extracurricular events and activities held on the school campus.

An additional day of suspension shall be added for each day the student is seen by school officials and employees around school during his or her suspension.

A maximum of four days can be added. Further violations may be interpreted as habitual misconduct.

PARENT ADVISORY COUNCIL (PAC)

The goal of the Parent Advisory Council (PAC) is to ensure that parents maintain an organized voice in the district; that parents are involved in decision-making processes and procedures, as appropriate and permitted by law; and that parent needs, concerns and issues are communicated to, addressed by, and resolved regularly and effectively. The PAC shall be representatives from the middle and high school. The Administration shall ensure that the selection procedure results in a PAC that is reflective of the district's student population.

PARENT CONFERENCES

Communication with your parents is most important to Mansfield High School. If, for any reason, parents want to confer with faculty, counselors, or administrators, they may call the high school office for an appointment at (417) 924-3236.

PARENTAL CONSENT

Parental consent must be received before a student competes in an athletic event, travels to a contest, or takes a field trip. Forms may be picked up in the office.

PARKING

All parking lots are part of school property. Students are expected to comply with all state and local traffic ordinances. Students are to park in single file, not doubled up or long ways in gravel lots. Students are not to park in numbered spaces on the paved lot. Violators will be subject to the school discipline policy including losing the privilege to park on campus.

PLAGIARISM POLICY

Definition of plagiarism

Plagiarism can be defined as using another person's writings, ideas, or images as if they were your own. When you plagiarize, you let the reader believe the ideas presented are yours when they actually belong to someone else (Mills and Stiles 12).

The different types of plagiarism

- Paraphrasing: rewording someone else's words or ideas.
- Summarizing: condensing someone else's words or ideas.
- Copying another's work: using someone else's words, ideas, or images.
- Direct copying/ quotations: using someone else's words, ideas, or images without giving credit to the source.
- Self-plagiarizing: Submitting a paper or other project that has already been submitted in another class / subject (Drury University: undergraduate catalog)

Avoiding plagiarism - Avoiding plagiarism is easy: simply give credit to the author of the information and/or ideas by documenting or citing the source.

- Paraphrasing/summarizing: you keep the author's meaning, but put it into your own words. This means that you know the subject well enough without needing to look back at the author's words.
- Copying another's work: your writing must be original and yours, not your classmates' ---this includes no copying and pasting work off the Internet or from databases, purchasing papers, pictures or images, books, or magazines published or unpublished from the internet.
- Self-plagiarism: You must seek permission from both teachers involved in order to use the same work in two different classes/subjects.
- Direct copying/ quotations: If you copy words, ideas, or
- images out of books, magazines, or other available sources or copy images, you must give credit to the source/author.

Citing sources - It is informing your readers where you found your information/ideas. MLA documentation will be used as the citation format, unless otherwise stated and supplied by the teacher. Parenthetical (in-text) citations: citing your sources within the body of the paper. The number of citations allowed per paper or activity may vary according to the assignment and / or teacher. (See examples)

Works Cited Page: A separate page listing only the sources used parenthetically within the body of the paper. (See example)

Annotated Bibliography: A list of all works consulted during research and a brief summary of each source. It is not the same thing as the Works Cited page. This assignment is up to the individual teacher and will be explained by him/her.

The consequences plagiarism - All issues of plagiarism will be subject to review by administration. For a first offense the student will be expected to complete an alternative assignment based upon the same learner objective(s) from the original

assignment. The alternative assignment will be of equal academic rigor. This alternative assignment will be worth 75% of the original assignments point value. If the original assignment entails writing a rough draft and you plagiarize, you will receive a zero on the rough draft with no opportunity for an alternative assignment. However, it is still possible to correct your mistakes and turn in an acceptable final copy for full credit.

Any subsequent offenses of plagiarizing will require the student to complete the original assignment however; the total point value possible will not exceed 50% of the original points possible. Multiple offenses could also result in suspension or dismissal from clubs, organizations, and activities, including competitions, depending on the constitution and/or by-laws for membership as well as consequences including ISS.

Example of works cited

Drury University: Undergraduate Program. 2004-2005 ed. Springfield: Drury University, 2004.

Mills, Barbara, and Mary Stiles. A Rookie's Guide to Research. 3rd ed. Bryson City: Union Creek Communications, 2003.

PLEDGE OF ALLEGIANCE

Many members of the community expect schools to instill a sense of patriotism in their students. In Missouri, state law requires school districts to provide an opportunity to recite the Pledge at least once a week. Mansfield High School recites the Pledge every morning to start our day. Students are not required to stand for the Pledge or to recite the Pledge.

PROJECT GRADUATION

Project Graduation activities are not the responsibility of MHS. Rules and regulations are determined by the Project Graduation Committee consisting of parents and stakeholders.

PROM

The junior-senior prom is limited to members of the junior and senior classes who are under the age of 21. All outside dates must be pre-approved by the administration and registered at least two weeks before the prom. All outside dates must be currently enrolled in an educational program as either a junior or senior (or age equivalent) or have graduated from an educational program and under the age of twenty-one. As with other school dances, outside dates for prom may be denied access based upon their discipline history, their criminal record, or a negative reference from a school administrator. All outside date request forms will be verified and approved by the principal.

Students must be in attendance, or have an excused absence, on the school day before prom in order to attend the event.

RE-ADMISSION FOLLOWING SUSPENSION

IN-SCHOOL - Parental conferences following in-school suspensions may be held at the request of the parents or the principal.

OUT-Of-SCHOOL - After a first suspension, the student and parents may meet with the principal before the student may be readmitted to classes.

After the second out-of-school suspension for the same or similar offense, the student and/or parents shall meet with the superintendent, and the superintendent shall determine re-admission of the student. Any disciplinary action that may be necessary after the second out-of school suspension may be interpreted as habitual misconduct.

RESIDENCY REQUIREMENTS

In order to register a student, the parent, legal guardian, military guardian, person acting as a parent or the student shall provide proof of residency or request a waiver of proof of residency as outlined below and shall complete all admission requirements as determined by Board policies, regulations and procedures. Students who do not meet the residency requirements and are not eligible for a waiver of proof of residency may only apply for admission in accordance with Board policy.

A student is a resident student if he or she meets at least one (1) of the following criteria:

- The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a
- military-issued guardianship or court-appointed legal guardian. A "power of attorney" document alone, except a special power of attorney document relevant to the guardianship of a child in the household of an active duty member of the military, is insufficient to satisfy the "court-appointed legal guardian" requirement.
- The student physically resides in the district for reasons other than obtaining access to the district's schools, regardless of with whom the student is living, and has a waiver of proof of residency on file.
- The student is otherwise legally entitled to attend school in the district including, but not limited to: a student who is a homeless child; a student attending a school not in the student's district of residence as a participant in an inter-district transfer program established under a court-ordered desegregation program; a student who is a ward of the state and has been placed in a residential care facility by state officials; a student who has been placed in a residential care facility due to a mental illness or developmental disability; a student attending a school pursuant to §§ 167.121 and 167.151, RSMo.; a student placed in a residential facility by a juvenile court; a student with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program; a student attending a regional or cooperative alternative education program; or a student attending an alternative education program on a contractual basis.

SEARCH AND SEIZURE

All lockers, desks, and storage areas provided for student use on school premises remain the property of the school corporation and are provided for use of the students subject to inspection, access for maintenance, and search pursuant to approved school policy.

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed.

The principal may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to approved board policy:

- Searches of the pockets of the student.
- Any object in the possession of the student such as a purse or briefcase.
- A "pat down" of the exterior of the student's clothing.

No searches of the person of a student shall be made which require removal of clothing other than a coat or jacket.

SCHOOL DANCES

All dances (including Barnwarming, Homecoming, Prom, or any other high school sponsored dance) must meet the following criteria:

1. All participants must sign the list in the office requesting participation.
2. No person enrolled below the level of ninth grade will be allowed to participate.
3. Persons who are not enrolled at Mansfield High must be signed up as a date of a Mansfield High School student and have a guest good-standing permission letter filled out by the guest school. Guest letter forms are available in the office and must be turned in by the event deadline. Guests must be under 21 years old to attend.

Homecoming Dance only: Mansfield alumni are welcome to participate without signing up as a date of a currently enrolled Mansfield High School student if they sign up in the high school office before the dance and verify that they are Mansfield alumni. The following pertains to Homecoming:

1. Girls elected as princess in any previous year are ineligible to be princess again.
2. Girls elected as princess are eligible to run for Homecoming Queen during their senior year only.
3. There are no requirements for being a queen or princess candidate other than #1 and #2 above.
4. To elect a princess, each class except seniors should meet and nominate several girls for the ballot. After nominations are closed, a secret ballot election will be held.
5. To elect queen candidates, the senior class should meet and nominate several girls to go on the ballot. After nominations are closed, a secret ballot election should be held to determine the top three, with seniors voting for three girls each.
6. These senior girls will be voted on by secret ballot by the entire student body in order to select a queen and two attendants.

Prom Royalty - All seniors are eligible for prom royalty. Applications are filled out before prom and then sent to a neighboring school. Names are taken off the applications, and the faculty at the school chooses who will be prom king and queen. Winners are announced the night of prom.

SPECIAL HONORS

National Honor Society - Membership in National Honor Society is both an honor and a responsibility. Students may not apply for membership in NHS. Membership is granted only to students selected by the faculty council. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected.

SCHOLARSHIP: The student of scholarship:

- Maintains a cumulative grade point average of 85 percent, B, 3.4 (on a 4.0 scale), or equivalent standard of excellence.
- Is actively pursuing advanced coursework (i.e. dual credit, foreign language, college prep)

LEADERSHIP: The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively, efficiently, and without prodding, and demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in activities

SERVICE: The student who serves:

- Upholds scholarship and maintains a loyal school attitude
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged or poor, or family duties
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students

CHARACTER: The student of character:

- Takes criticism willingly and graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs,

office, halls, etc.

- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

SELECTION PROCESS:

1. In January of the calendar year, the NHS sponsor obtains a list of all sophomores, juniors, or seniors who have a 3.5 GPA or higher.
2. Nominees complete application process.
3. A faculty advisory committee reviews the applications and makes further recommendations.
4. Faculty advisory committee of five members makes the final selections.
5. Decisions can be appealed.

To help ensure acceptance into National Honor Society, a student should begin meeting acceptance criteria as a freshman. Listed below are suggestions for acceptance into National Honor Society. A student must be qualified in all four categories.

SCHOLARSHIP:

- Maintain a 3.5 overall grade point average
- Compete in contests

LEADERSHIP:

- Hold an office in an organization
- Chair a committee within an organization
- Responsibly complete duties of office or chair held

COMMUNITY:

- Join community organizations such as the Ozark Mountain Players or volunteer to help with the Little League program
- Participate in school organization activities that help the community such as the FHA community beautification project
- Participate in church youth activities

CHARACTER:

- Do not cheat on tests or homework
- Exhibit an attitude of respect toward administrators, teachers, and students
- Actively participates and furthers school spirit

If a member fails to meet any of the criteria, is given ISS/OSS, is in trouble with the law, or has been written up and/ or turned into the office for offensive behavior of any kind, an expulsion from NHS will be administered. Each NHS member will receive the NHS Constitution and shall abide by the rules therein.

STAFF MEMBERS AND POSITIONS:

Mr. Nate Moore Superintendent of Schools
Drew Ames Alternative School Director/Drivers Ed.
Jenny Andrews.....Special Education
Marsha ApplebyBusiness/FBLA
Autumn Bennett.....Band
Janisha Brooke English/Junior Class Sponsor
Janet Brooke..... HS Administrative Assistant
Cleo Chambers..... HS Accounting/Attendance
Stan Coday.....Agriculture/FFA
Tracy Collins.....Spec. Ed. /PAT Director
Natalie CookCounseling & Testing Director/ Sponsor NHS/SADD/SR
Bob Cubellis.....Math/Math Club/Academic Team
Scott Dobson Behavioral Intervention/Academic Resource
Tim Falch..... Vocal Music
Aaron GraySocial Studies/Learning Lab/Varsity Softball/Girls Asst. Basketball
Tiffany Gray..... MS Math/Science/eMINTS Trainer
Gary Greene.....MS Principal/Girls Varsity Basketball
Christie Grubbs6th grade
Eric Grubbs..... Science/Track
Adam HillScience/Health/Personal Finance/ACT Prep
Melissa Morse..... Family and Consumer Science/Health
Brenda Hutton..... MS Administrative Assistant
Doug Jones Athletic Director/Baseball/Freshman Class Sponsor
Erin Koenig.....Special Education/JH Girls Basketball Asst.
Scott LawsonEnglish/Publications
Mindy Lemons.....PE/Student Council/Jr. High Softball
Theresa Leonard..... Social Studies
Pam Probert.....Science/Science Club/Science Fair
Joe Quick.....JH Girls Basketball
Roy Ryan..... Industrial Technology
Chris Russo..... Math
Karalin SandersLibrary/A+ Coordinator/TA Director
Misty Byrd Art
Gretchen Schultz Art/Art Club
Cody Shelton..... PE/Assistant Boys Basketball
Kendra SnowSpecial Education
Jamie Walker-DavisonEnglish
Jane WehmeyerMath/Learning Lab/Math Club
Pauline Whorton6th grade
Roger Wood.....Social Studies/Sophomore Class Sponsor/Assistant Baseball
Terry Writer..... Boys Basketball/AD
Richard Wylie High School Principal

SOLICITING

1. No commercial firms shall be permitted to solicit teachers or pupils during school hours except to demonstrate school equipment or materials which have the prior approval of the high school principal.
2. Solicitations from school children from organizations outside the school are forbidden without the approval of the high school principal.
3. All special sales projects are subject to the approval of the principal. This policy shall include sale of advertising, magazines, and merchandise.
4. Commercial schools, colleges, or other agencies shall not be permitted to meet with seniors or to solicit prospective students except upon invitation of and arrangement with the local school administration and counseling staff. If students are under the age of eighteen, military groups may meet with students individually during the school day as long as written permission is provided from the parents for each visit/session.

Counseling of students relative to continuation of their schooling and education or to their job placement shall be handled through the school's guidance department under the supervision of the guidance counselor.

SPIRIT SQUAD

Students who desire to try out for cheer squad are instructed to contact the sponsor of the group. The rules and regulations for the group, plus forms necessary, are in this handbook. Sponsors will answer your questions and explain information you do not understand.

SPORTSMANSHIP

Mansfield High School has a great deal of pride and tradition in all phases of our school. We must continue to exemplify the highest degree of sportsmanship and courtesy to our fellow conference schools and all people with whom we come in contact. We do not condone nor will we tolerate unsportsmanlike conduct

STUDENT BEHAVIOR

- I. The Mansfield R-IV School Board of Education holds school officials accountable for the maintenance of adopted standards of conduct. This can best be achieved with the school and home working together. The general standards of conduct established are as follows:
 - A. Students are expected to conduct themselves in an orderly manner, showing respect for school rules, teachers, other students, the rights and property of others, and to be appropriately dressed, neat in grooming and appearance.
 - B. Students are expected to exercise acceptable standards of personal hygiene.
 - C. Student conduct, dress and grooming determined to be disruptive, distracting, indecent, or a threat to health and safety shall be deemed inappropriate.

II. GOAL OF THE BOARD OF EDUCATION

Ultimately the goal of these standards is that students mature to the point of self-discipline. However, in recognition of the fact that education is a growth process, the school should provide an opportunity for students to learn from their mistakes.

III. STANDARDS OF CONDUCT

This student disciplinary code was developed in accordance with the requirements of House Bill 463 of 83rd General Assembly. Section 5, pertaining to the code, is quoted below:

1. The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the Superintendent of such district, during normal business hours, for public inspection.
2. The policy shall contain the consequences of failure to obey standards of conduct set by the local board of education and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus, going to or returning from school during school-sponsored activities, or during intermission or recess periods.
4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

The administrative staff shall be allowed to exercise their own judgment in the administration of disciplinary options set forth under the student discipline code policy. Some violations of school rules and regulations may fall under two (2) or more categories of the disciplinary code. The administrative staff shall decide under which category it may be placed. Example: Water balloons would usually fall under possession or use of harmful devices. However, if the situation warrants, it may be placed in categories such as assault, vandalism, etc. Students who lie about violating the school's policies, rules, and regulations should expect additional disciplinary action.

Students who repeatedly violate school rules and regulations shall be moved beyond the first offense category where the offense would normally fall. For example, a student who has been in the office for three (3) prior offense violations will not again be placed in the first offense category.

Any violation of the above behaviors which also violate state statutes or city ordinances will be referred to the appropriate law enforcement. The administrative staff may refer students to other agencies to include but not limit: Juvenile Division, Division of Family Services, Ozark Care and Counseling.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Parents shall be contacted by letter or telephone if the student is involved in any disciplinary situation in which disciplinary action results.

Referrals of a student to the principal's office for misconduct may be considered sufficient reason to declare a student ineligible to participate in extra-curricular school activities.

A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations, and policies is of such a nature as to warrant it.

The administrative staff shall utilize appropriate alternative disciplinary methods when federal and/ or state agencies and/or courts implement policies or court decision interpretations requiring alternate policies be applied to the appropriate groups.

As a member of the school community a student enjoys certain rights and accepts certain responsibilities. These rights and responsibilities should be emphasized equally. Following are the specific acts of misconduct which violate the standards of pupil conduct, along with the penalty for the violation.

SPECIAL EDUCATION STUDENTS

Discipline for special education students will be administered according to their individual educational programs and in accordance with Public Law 94142 and other laws pertaining to special education students.

OTHER CONSIDERATION

In determining the consequence or punishment for acts violating the standards of conduct, the responsible school official shall examine the facts and circumstances surrounding the case. In arriving at the consequence or discipline to be imposed, consideration shall be given to the factors below.

- A. The maturity level of the student
- B. Any extenuating circumstances
- C. The seriousness of the act
- D. Prior incidents of misconduct
- E. Intent of the student
- F. Degree of involvement of the student
- G. Appropriateness of the punishment
- H. Cooperation of the parents / guardians and / or student
- I. Special education guidelines

IV. DUE PROCESS

Students charged with misconduct shall be accorded due process to include at least the following:

- A. An oral or written explanation of charges against him/her;
- B. An opportunity to present his/her side of the case;
- C. An opportunity to appeal the next higher authority as permitted by school policy.

No pupil shall be suspended from school unless:

- A. The pupil shall be given oral or written notice of the charges against him/her;
- B. If the pupil denies the charges, he / she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension;
- C. The pupil shall be given an opportunity to present his/her version of the incident;
- D. In the event of a suspension for more than ten days, where the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent the pupil's presence poses a continuing danger.

Any punishment shall be administered without malice.

V. IMPLEMENTATION

Consistent with these standards, school administrators are authorized to develop procedures for their implementation.

These Standards of Pupil Conduct were approved by the Board of Education of the Mansfield R-IV School District.

The effective date shall be October 14, 1985. A review and revision was conducted and approved on June 11, 2012.

A copy of the standards shall be available in the superintendent's office for public inspection. Students who misbehave in ISS will have additional ISS day(s) to serve or will be suspended, depending on the violation. When the student returns from OSS, he/she will serve the remainder of any ISS days assigned.

DISCIPLINE CODE ABBREVIATIONS

ISS = In-School Suspension (ISS) - Served during school day doing school assignments.

Suspension = Out-of-School Suspension (OSS) - Student has two days to makeup assignments for credit after returning to school. Work can be collected and completed while on suspension.

Alternative School = A program for students at risk of not earning a high school diploma and/or are determined to be deficient in credits in comparison with their cohort.

STUDENT GOVERNMENT

Elections

Eligibility: In order to be elected to student council, the student must meet each of the following:

- Maintain both a cumulative GPA of at least "C" and semester grade average of at

least "C."

- Must have a passing grade for the semester for every class attempted in high school. A student may have retaken a failed class to replace an "F" with a passing grade.
- Be good citizens of this school and community.
- Collect enough signatures to secure the nomination. (Signatures shall be 50 for president, 35 for vice president, 25 for secretary and treasurer. Each must be valid in that it is the signature of an MHS student.)

Student Council Membership: Members will be president, vice president, secretary, treasurer, president of each class, one representative of each class, and eight commissioner positions (historian, hospitality, service, elections, art and decorations, social activities, public relations, spirit and assemblies).

1. Election for student council positions will be held on or about Feb. 15 of each year. The exact date will be announced by the sponsor at least two weeks before it occurs.
2. Students on the ballot shall have at least one week to campaign.
3. On Election Day a group of students selected by the sponsor will serve as election judges. A single polling place will be designated by the sponsor. Voting will occur by secret ballot. Each high school student shall go to the voting place, identify himself, mark the ballot, and place it in the ballot box. Election judges will make sure each student receives only one ballot (marking off the name of each student as he votes). Election judges will make sure each student receives only one ballot (marking off the name of each student as he votes).
4. Election judges will count the ballots in the presence of at least two students and one teacher.
5. Commissioner positions will be filled on or about Sept. 1 of each school year. Students wishing to apply for a position will obtain an application, submit it to the elected council, and present themselves before the council for an interview. The elected council members will then select from among the applicants the student they feel is best qualified for the position.

Class Officers

Eligibility: Same as student council except that president and representatives must have 15 valid signatures to run for office. Candidates for other offices need not collect signatures. They will be nominated at the first class meeting. Each must have a cumulative "C" average and each semester must have at least a "C" average. Must have a passing grade for the semester for every class attempted during high school. A student may have retaken a failed class to replace an "F" with a passing grade.

Procedure:

1. Elections will be separated into two parts. The first will be for class presidents and representatives. Note: Although these are elected by class (grades 9 - 12), they are also student council positions.
2. Presidents and representatives shall be elected on or about Feb. 15. Announcement of the election shall begin at least two weeks prior. At least one week of campaigning shall be allowed before the secret ballot election.
3. Ballots shall be counted by student council president, vice president, and one teacher.
4. On or about Sept. 1, each class will have its first meeting. The new president will

take nominations for vice president, secretary, and treasurer. A "ballot" of all eligible candidates will be made from the nominations.

5. As with all elections, the vote will be by secret ballot. Ballots will be counted in the high school office by the class president, class representative, and one faculty member.

STUDENT INSURANCE

All students participating on athletic teams shall have school insurance or a note from their parents stating that they have insurance on the student. It is suggested that students who plan to take shop, chemistry, agriculture, or driver's education or who plan to be a cheer squad member also have school insurance.

STUDENT SAFETY

Safety is a major concern at our school. The administration and teachers reserve the right to make and enforce any rules and regulations deemed necessary to protect the safety and general welfare of students. Students are required to follow safety procedures and to use and be responsible for safety equipment. A student may be denied participation if the supervisor recognizes factors that could endanger the student's health and safety.

Safety and Drills:

Earthquake Drill

PHASE I - INITIAL JOLT PROTECTION - All students in all classrooms (except the gymnasium) should get underneath the desks and protect their heads. All students should face away from windows. This procedure will occur for about the first minute of the earthquake. Students in the gym should make their way out of the building as soon as possible, following instructions of the teacher and using regular fire drill evacuation routes.

PHASE II - EVACUATION OF BUILDING - The bell will ring one continuous ring (as in fire drill procedures). Normal building evacuation should follow. If there are any obstacles to the normal fire drill path, the bell will not ring and all students and teachers should stay put until further instructions are given over the intercom or in person.

Fire Drill

THE BELL WILL RING ON ONE CONTINUOUS RING FOR FIRE DRILLS.

- ART, FAMILY AND CONSUMER SCIENCE - Exit through library.
- ROOMS 1, 2, 3, 4, 5, 7 - Exit and continue out the main high school entrance.
- GYM - Exit main entrance (south).
- AGRICULTURE AND INDUSTRIAL ARTS - Exit out and through east door toward sixth grade building.
- JOURNALISM, SCIENCE, AND BAND - Exit through north door by band room.
- VOCAL MUSIC - Exit through west door by gym.
- BASEMENT ROOMS - Exit right, go up middle school stairs, turn right, go out front door to the road.
- MIDDLE SCHOOL SCIENCE ROOM - Exit right, go out west door, then go to the front of bus bam.
- ALL MIDDLE SCHOOL ROOMS ON EAST - Exit left, go out front door to the road.
- SIXTH GRADE BUILDING - Use closest exit.

All students should continue walking west toward the ball parks until an all clear bell rings.

Intruder

- If you see any unusual disturbance, suspicious activity or person(s) **immediately** notify an administrator (Dr. Andy Adams--ext. 417, Richard Wylie--ext. 401, Nate Moore--ext. 407, Gary Greene--ext. 410)
- Administration will use the intercom for school-wide communication. Staff and faculty are to close and lock doors. Turn off classroom lights. Move themselves and students away from the line-of-site of the classroom door
- Classroom teachers will take attendance
- Students will not be allowed out of the classroom for any reason until the all clear is announced
- On-sight administrators will oversee the lockdown and notify staff when it is all clear (via the intercom and direct class to class communication)

Severe Weather Drill

THE BELL WILL RING IN SHORT STAGGERED RINGS FOR THE TORNADO DRILL.

Students are to remain quiet and orderly.

- ALL MIDDLE SCHOOL CLASSES IN THE MAIN BUILDING- go into the basement.
- AGRICULTURE AND SPECIAL EDUCATION CLASSES- go to the hallway between their classrooms.
- PHYSICAL EDUCATION CLASSES- go into the dressing rooms in the gymnasium.
- JOURNALISM, SCIENCE, BAND, AND MUSIC CLASSES- go to the hallway between the gym and the band room.
- TECH BUILDING CLASSES- will go to the main hall of the Tech Building.
- HIGH SCHOOL CLASSES IN THE MAIN HALLWAY- report to the basement of the middle school.
- SIXTH GRADE BUILDING- exit and report to the basement of the building.

SURVEILLANCE CAMERAS

Mansfield High School uses a variety of closed-circuit video surveillance cameras in various locations throughout the campus and on some school busses. Surveillance cameras are intended to be used for safety and security purposes. However, information obtained from a surveillance camera may also be used to substantiate conduct violations and/or illegal behavior on school property.

TEE TIME (Through Extra Effort)

Tee Time serves as a safe space where middle school students come together as a peer group to support each other's academic and personal goals, and future aspirations. Research shows that belonging to this kind of positive peer group increases the students' attachment to school and reduces risk behaviors including school failure and dropping out.

Tee Time builds students' capacity to monitor their week-to-week academic progress and achievement. Through highly structured systems, processes and protocols, the Tee Time teacher creates an academic culture where students become practiced in a set of

skills that enable them to reflect on and analyze data related to their student profile and in turn set measurable academic, social and behavioral goals.

Tee Time groups support all students to hold a vision for their future and assist them to build a postsecondary plan two years beyond high school. Key postsecondary milestones are identified for each grade level and teachers work closely with the guidance counselor to ensure that all students have an opportunity to plan for their future.

Tee Time helps students strengthen social, emotional, behavioral, and cognitive competencies. Supporting students' social and emotional growth and self-regulated behavior, in the context of a peer cohort, promotes self-discipline and group cohesiveness. Students learn a set of communication skills that help them take a problem solving approach to their day-to-day experiences. Middle school students meet daily for Tee Time and rotate periodically.

TEXTBOOK DEPOSITS

A textbook deposit of ten dollars is required the first day of school for all high school students. This deposit may be refunded at the end of the school year if all books are returned in good repair and all fines and bills, including lunch charges, are paid.

TRANSCRIPTS

Local businesses are encouraged to request student transcripts. These will be sent with student-parent permission. If you need a copy of your school transcript sent anywhere, you may make that request in the counselor's office or the principal's office. Senior students planning to attend college or trade school should check with their counselor **early** in their senior year.

TRANSPORTATION—GENERAL

Coaches and sponsors of students involved with travel to and from school activities shall have their students ride to and from the activities on school provided and/or school approved transportation. Coaches and sponsors shall transfer their responsibility for a student's transportation **only to the parents or legal guardians in person**. Notes and proxy messages shall not be honored. Students arriving to activities on transportation that is not school provided or approved, except students transferred directly to the parent or guardian, may face disciplinary action.

TRANSPORTATION POLICY

The driver of the bus will be given a roster of the names of the students assigned to the bus. Any student who is transported to school by bus must be transported home on his/her regular assigned route unless the parents of the student have made other arrangements through the principal's office. Students are expected to adhere to the rules of conduct which apply to student behavior in the school building.

VISITORS

Mansfield R-IV believes there is no better way for the public to learn about the district than by visiting our schools and classrooms. We encourage parents/guardians and other community members to volunteer in or visit our schools.

In order to keep students safe, school principals will take whatever action is necessary to prevent unauthorized persons from entering school buildings or from loitering on school grounds.

All Mansfield R-IV schools use a system called “buzz-in” to help ensure that no unauthorized person enters a school. During regular school hours (7:40am to 4:30pm) all visitors and volunteers must go through the “buzz-in” process when attempting to enter school grounds. Each visitor must then check in and out of the main offices in each school building.

To check in using the “buzz-in” system, a visitor communicates with a building office using an intercom box located at the front entrance of each building. Visitors will be asked to identify themselves and may be asked to produce photo identification.

When the visitor leaves the building, he/she returns to the building’s main office and informs staff they are leaving.

WITHDRAWAL AND TRANSFER

Students who are thinking of withdrawing to transfer to another school should talk to the counselor for suggestions and procedures in addition to the guidelines that follow.

1. Secure authorization and withdrawal or transfer note from your parent or guardian.
2. Secure checkout forms and have the forms filled out by the teachers, return all school books and property, and make sure all fees are paid.

Take completed forms to the office for final clearance.

STUDENT CODE OF CONDUCT AND DISCIPLINE **POLICIES**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action.

However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/ or board of education.

Any threat to another student or an employee of the district will be reported to parents and the juvenile office.

All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notice of the charges and the opportunity for the student to respond.

- 1. ACADEMIC DISHONESTY/CHEATING** - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

Discipline:

1st offense—Parent contact from the referring staff member, no credit for work and possible ISS

2nd offense—Parent contact from the referring staff member, no credit for work and 1-3 day(s) ISS

3rd offense— Parent contact from the referring staff member, no credit for work and 3-5 days ISS

Subsequent offense— Parent contact from the referring staff member, no credit for work and 5+ days ISS or 1 – 5 days OSS

- 2. Alcohol/Drugs** - Police Report Required. Possible contact with the Division of Family Services.

A. Possession or Use

Discipline:

1st offense—10 days OSS with recommendation to the Superintendent for extended suspension

2nd offense—10 days OSS with recommendation to the Superintendent for extended suspension and/or expulsion

B. Sale or Distribution

Discipline:

- 1st offense—10 days OSS with recommendation to the Superintendent for extended suspension and/or expulsion
- 2nd offense—10 days OSS with recommendation to the Superintendent for extended suspension and/or expulsion

3. ARSON - Starting a fire or causing an explosion with the intention to damage property or buildings.

Discipline:

- 1st offense—11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, documentation in student's discipline record.
- Subsequent Offense—Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

4. ASSAULT - Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

Discipline:

- 1st offense—1-5 days in-school suspension or 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.
- 2nd offense—5+ days in-school suspension or 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.
- Subsequent Offense—10-180 days out-of-school suspension, possible expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- **Attempting to kill or cause serious physical injury to another.**
 - 1st offense—Expulsion, immediate notification to law enforcement officials, and documentation in student's discipline record.
- **Assaultive Behavior toward School Personnel**
 - 1st offense—10 days OSS with recommendation to the Superintendent for extended suspension and/or expulsion, and documentation in student's discipline record.
- **Assaultive Behavior toward Non-Students**
 - 1st offense—10 days OSS with recommendation to the Superintendent for extended suspension and/or expulsion, and documentation in student's discipline record.
- **Threats of Violence toward a Person**
 - 1st offense—10 days OSS with possible recommendation to the Superintendent for extended suspension and/or expulsion, and documentation in student's discipline record.

- **Threats of Violence Involving Property**

- 1st offense—1-10 days OSS with possible recommendation to the Superintendent for extended suspension and/or expulsion, and documentation in student's discipline record.

5. BUS MISCONDUCT - Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

In addition to the discipline plan for the Mansfield School District, the rules listed below shall apply to student behavior on the school bus:

Bus Discipline Procedures

- A. The bus driver is responsible for referring discipline problems to the principal through use of the Bus Incident Report. The driver will give all copies of the incident report to the principal or to the transportation supervisor.
- B. A student may be suspended from transportation and/or school as a result of misconduct on the bus. This action can be taken only by the principal or his/her designee. The student will be permitted to ride the bus until his/her parents have been notified of the suspension.
- C. Students are expected to adhere to rules of conduct which govern student behavior in the school district.
- D. During the suspension of bus privileges, it shall be the parent's or guardian's responsibility to provide the student's transportation to and from school. Suspension of bus privileges does not provide for excused absence.
- E. A driver cannot refuse to transport a student providing it is his/her regularly assigned bus, unless the driver has reason to believe that the student would be a danger to himself or the other students. If this action is taken the principal must be contacted immediately.
- F. The principal has the power of assignment of students to other buses as he/she determines necessary.

Each of the following offenses will receive the same consequences as described below here:

Discipline:

- 1st offense— Verbal warning, conference parent notification by the bus driver
- 2nd offense— Verbal warning, conference, parent notification by principal
- 3rd offense— Suspension from riding all buses (1 school day)
- 4th offense— Suspension from riding all buses (3 school days)
- 5th offense— Suspension from riding all buses (5 school days)
- Thereafter—5 school days OSS, one day ISS for each succeeding offense

6. DISORDERLY CONDUCT - Disorderly conduct is divided into three categories:

- A. Disorderly Conduct** – Is defined as conduct outside of the classroom which is riotous, rowdy, disruptive or unruly, including but not limited to the use of

non-directed profanity; or offensive/inappropriate language, or possession or use of inappropriate material. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

Discipline:

1st offense— Parent contact from the referring staff member, Principal/Student conference, 1-3 day(s) in-school suspension

2nd offense—Parent contact from the referring staff member, Principal/Student conference 3-5 days ISS

3rd offense—Parent contact from the referring staff member, Principal/Student conference, 1-5 days OSS

B. Disorderly Conduct in the Classroom – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process in the classroom; or the general use of non-directed profanity in the classroom. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

Discipline:

1st offense—Parent contact from the referring staff member, Principal/Student conference, 1 day in-school suspension

2nd offense—Parent contact from the referring staff member, Principal/Student conference 1-3 day(s) ISS

3rd offense—Parent contact from the referring staff member, Principal/Student conference, 3-5 days ISS

Subsequent offense—Parent contact from the referring staff member, Principal/Student conference, 1-5 days OSS

C. Group Disorderly Conduct – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process, or school sponsored or directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

Discipline:

1st offense—Parent contact from the referring staff member, Principal/Student conference, 1-10 day(s) in-school suspension

2nd offense—Parent contact from the referring staff member, Principal/Student conference 1-10 day(s) OSS

3rd offense—Parent contact from the referring staff member, Principal/Student conference, 10 days OSS and referral to the Superintendent for extended suspension

Subsequent offense—Parent contact from the referring staff member, Principal/Student conference, 10 days OSS and referral to the Superintendent for expulsion (180 days)

7. DISPARAGING OR DEMEANING LANGUAGE - Use of words or actions, verbal, written, or symbolic meant to harass or injure another person; i.e.,

threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

Discipline:

1st offense— Principal/Student conference, parental contact, in-school suspension, or 1-10 days out of-school suspension. Possible notification of incident to law enforcement officials and documentation in student's discipline record.

Subsequent Offense—Parental contact, in-school suspension, 1-180 days out-of-school suspension, or expulsion. notification of incident to law enforcement officials and documentation in student's discipline record.

- 8. DISRESPECTFUL CONDUCT OR SPEECH** - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff members.

Discipline:

1st offense—Parent contact from the referring staff member, Principal/Student conference, 1-5 days in-school suspension, or 1-10 days out of-school suspension.

Subsequent Offense—Parent contact from the referring staff member, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

- 9. DISRUPTIVE SPEECH OR CONDUCT** - Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities, or school functions.

Discipline:

1st offense—Parent contact from the referring staff member, Principal/Student conference, in-school suspension, or 1-10 days out of-school suspension.

Subsequent Offense—Parent contact from the referring staff member, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

- 10. DRUGS/ALCOHOL** - Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia.

Discipline:

1st offense—In-school suspension, 1-180 days out-of-school suspension or expulsion, notification to law enforcement, and documentation in student's discipline record.

2nd offense—11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense—Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

11. **DRUGS/ALCOHOL** - Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and / or drug-related paraphernalia.

Discipline:

1st offense—10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

2nd offense—Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

12. **ELECTRONIC DEVICES, TELEPHONE USE, and MESSAGES** - The use of any electronic device (cell phones, cameras, iPods, MP3 players, etc.) is banned during the instructional day (8:20 to 3:27). Cameras and cell phones are also banned from dressing areas during extra-curricular activities. Use of cell phones and other electronic devices during instructional time will result in confiscation of the device and referral to the principal for disciplinary action.

The office telephone is available for parents and guardians to contact their students during the school hours for legitimate reasons. Students may not be allowed to leave class to use the telephone. Students may not be called from class to use the telephone unless it is an emergency. Messages may be taken and delivered to students at appropriate instructional time. If a telephone call must be made by a student, it should only be made in the principal's office.

Discipline:

1st offense— Confiscation of the device, parent contact from the referring staff member, the incident will be documented, at the end of the school day the device will be available in the main office for the student to pickup.

2nd offense— Confiscation of the device, parent contact from the referring staff member, the incident will be documented, and a parent/guardian will have to recover the device.

Subsequent offense— Confiscation of the device, parent contact from the referring staff member, the incident will be documented, a parent/guardian will have to recover the device, and 1-3 days ISS

- **TEACHERS' TELEPHONES ARE RESTRICTED FROM STUDENT USE** -

13. **EXCESSIVE DISCIPLINE REFERRALS** - Students who accumulate five non-tardy discipline referrals will be assigned OSS in addition to any other discipline that is being assigned (e.g. fifth non-tardy referral: 1 day OSS; sixth non-tardy referral 2 days OSS; this progression will continue up to 10 days OSS).

14. **EXTORTION** - Threatening or intimidating any student for the purpose of obtaining money or anything of value.

Discipline:

1st offense— Principal/Student conference, in-school suspension or 1-10 days out-of school suspension, notification of incident to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense—In-school suspension, 1-180 days out-of-school suspension or expulsion, notification of incident to law enforcement officials, and documentation in student's discipline record.

- 15. FALSE ALARMS** - Tampering with emergency equipment, setting off false alarms, making false reports.

Discipline:

1st offense— Principal/Student conference, in-school suspension, 1-180 days out-of school suspension, or expulsion, and documentation in student's discipline record.

Subsequent Offense— In-school suspension, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

- 16. FAILURE TO MEET CONDITIONS OF SUSPENSION** - Coming within 1,000 feet of any school building in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

Discipline:

1st offense—Principal/Student conference, warning, parent contact, possible 1-3 day(s) ISS (to serve after the OSS has been served), possible contact with law enforcement.

2nd offense—Principal/Student conference, warning, parent contact, possible 3-5 days ISS (to serve after the OSS has been served), contact with law enforcement.

3rd offense—Principal/Student conference, warning, parent contact, 1-3 days additional OSS, contact with law enforcement.

- 17. FALSIFICATION OF INFORMATION** - Falsification of Information or Records is divided into two categories:

A. Giving False Information/Falsifying School Records – Is defined as falsely altering any record maintained by the School District; or filing, processing or using false information with the School District with the intent to deceive School District personnel.

Discipline:

1st offense— Principal/Student conference, parent contact, 1-2 day(s) ISS

2nd offense— Principal/Student conference, parent contact, 2-5 days ISS

- 3rd offense— Principal/Student conference, parent contact, 1-3 day(s) OSS
- 4th offense— Principal/Student conference, parent contact, 3-10 days OSS

B. Forgery – Is defined as conduct which consists of making and/or using a signed document which is purported to have been signed by another.

Discipline:

- 1st offense— Principal/Student conference, parent contact, 2 days ISS
- 2nd offense— Principal/Student conference, parent contact, 2-5 days ISS
- 3rd offense— Principal/Student conference, parent contact, 3 day(s) OSS
- 4th offense— Principal/Student conference, parent contact, 3-10 days OSS

18. FILING A FALSE REPORT - Filing a False Emergency Report is defined as knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred. Filing a False Emergency Report is divided into two categories:

A. Class I Filing a False Emergency Report Offense – Is defined as Filing a False Emergency Report that does not disrupt any educational, extra-curricular activity or the school environment such as a false 911 call. (School Police Report Required)

Discipline:

- 1st offense— Principal/Student conference, parent contact, 2 days ISS
- 2nd offense— Principal/Student conference, parent contact, 2-5 days ISS
- 3rd offense— Principal/Student conference, parent contact, 3 day(s) OSS, file charges with local law enforcement
- 4th offense— Principal/Student conference, parent contact, 10 days OSS, file charges with local law enforcement, recommendation to the Superintendent for extended suspension

B. Class II Filing a False Emergency Report Offense – Is defined as Filing a False Emergency Report that disrupts an educational or extra-curricular activity or the school environment such as pulling a fire alarm or making a bomb threat.

Discipline:

- 1st offense— Principal/Student conference, parent contact, 5 days OSS, file charges with local law enforcement
- 2nd offense— Principal/Student conference, parent contact, 10 days OSS, file charges with local law enforcement, recommendation to the Superintendent for expulsion (180 days)

19. FAILURE TO SERVE DETENTION -

Discipline:

- 1st offense— Principal/Student conference, reassignment of detention.
- 2nd offense— Principal/Student conference, parent contact, possible 1-3 day(s) ISS, possible assignment to Saturday school.
- 3rd offense— Principal/Student conference, warning, parent contact, 3-5 days

ISS, assignment to Saturday school.

20. FIGHTING - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Discipline:

1st offense—Principal/Student conference, in-school suspension or 1-180 days out of -school suspension, parent/guardian contact, possible involvement of law enforcement/juvenile, and documentation in student's discipline record.

Subsequent offense—In-school suspension, 1-180 days out-of-school suspension or expulsion, parent/guardian contact, involvement of law enforcement and a report being filed with the juvenile department, and documentation in student's discipline record.

21. HARRASSMENT/BULLYING/INTIMIDATION - The district defines harassment, bullying, and/or intimidation as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally, or damaging a student's property, or
- placing a student in reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school.

This policy is divided into the following four categories:

A. Inappropriate Non-Physical Harassment – Is defined as harassment which is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin or disability or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

B. Inappropriate Physical Harassment – Is defined as harassment which is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin or disability or, conduct such as de-panting, or physical sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

C. Bullying – Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

D. Hazing – Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Discipline:

A. Inappropriate Non-Physical Harassment

1st offense—Conference to 3 days OSS

2nd offense—3 days ISS to 5 days OSS

3rd offense—6-10 days OSS

B. Inappropriate Physical Harassment

1st offense—2 days ISS to 3 days OSS

2nd offense—6-10 days OSS

3rd offense—10 days OSS with recommendation to the Superintendent for extended suspension

C. Bullying

1st offense— Conference to 2 days OSS

2nd offense—3 days ISS to 5 days OSS

3rd offense—6-10 days OSS

D. Hazing

1st offense— Conference to 3 days OSS

2nd offense—4-10 days OSS

3rd offense—10 days OSS with recommendation to the Superintendent for extended suspension

22. PORNOGRAPHY - The possession of pornographic materials is banned.

Discipline:

1st offense—1-10 days ISS, parental/guardian contact, and possible referral to juvenile authorities.

2nd offense—1-10 days ISS, parental/guardian contact, and referral to juvenile authorities

Subsequent offense—1-180 days OSS,
parental/guardian contact, and

referral to juvenile authorities

- 23. INDECENT EXPOSURE** - The intentional exposure of one's body's privates in a manner that gives offense against accepted or prescribed behavior and causes disruption to the educational process.

Discipline:

- 1st offense—Parent contact, conference with administration, 1-3 days ISS, possible 1-10 day(s) OSS, possible referral to law enforcement, possible referral to the Division of Family Services.
- 2nd offense—Parent contact, conference with administration, 1-10 day(s) OSS, and contact with law/juvenile officials
- 3rd offense—Expulsion (180 days), parent/guardian contact, and contact with law/juvenile officials

- 24. INSUBORDINATION** - This offense is divided into two categories:

A. Defiance of Authority/Insubordination – Is defined as refusal to comply with a reasonable request or direction of school personnel or others in authority where there is no expressed disrespect for authority. (Police Report Not Required)

Discipline:

- 1st offense— Parent contact from the referring staff member, conference with an administrator, ISS, up to 2 days OSS
- 2nd offense—2 days ISS to 3 days OSS

B. Disrespect for Authority – Is defined as overt conduct which exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any School District employee during or in conjunction with any school-sponsored or school-directed activity either on or off School or District property. (Police Report Not Required)

Discipline:

- 1st offense— Parent contact from the referring staff member, conference with an administrator, 1-5 day(s) ISS, possible 1–5 day(s) OSS
- 2nd offense—Parent contact from the referring staff member, conference with an administrator, 5-10 days ISS, 5-10 days OSS
- 3rd offense— Parent contact from the referring staff member, conference with an administrator, 10 days OSS with recommendation to the Superintendent for extended suspension and/or expulsion

- 25. LITTERING**

Discipline:

- 1st offense—Clean up the campus
- 2nd offense—Parent contact, clean up the campus for and 1-3 days ISS
- 3rd offense—Parent contact, clean up the campus and 3-5 days ISS
- Subsequent offense—Parent contact, clean up the campus, and 1-3 days OSS

26. OUTSIDE OF ASSIGNED AREA/SKIPPING CLASS

Being on campus in an area, or during a time, not agreed upon by the supervising staff member. The act or condition of being absent from class(s) without permission. Intentionally being unsupervised.

Discipline:

- 1st offense—Principal/student conference, possible parental/guardian contact, warning, possible ISS
- 2nd offense—Principal/student conference, parental/guardian contact, ISS (1-3 days), suspension of the privilege to leave class unescorted for (2) weeks.
- 3rd offense—Principal/student conference, parental/guardian contact, ISS (1-3 days), suspension of the privilege to leave class unescorted for the remainder of the semester.
- Subsequent offense— Principal/student conference, parental/guardian contact, OSS (1-3 days), suspension of the privilege to leave class unescorted for the remainder of the school year.

27. PARKING LOT/ RIDING VIOLATION

Discipline:

- 1st offense—Principal/student conference, parental/guardian contact, and a warning
- 2nd offense—Principal/student conference, parental/guardian contact, ISS (1-3 days), suspension of the privilege to park on campus for two (2) weeks.
- 3rd offense—Principal/student conference, parental/guardian contact, ISS (1-3 days), suspension of the privilege to park on campus for the remainder of the semester, contact with law officials.
- Subsequent offense— Principal/student conference, parental/guardian contact, OSS (1-3 days), suspension of the privilege to park on campus for the remainder one school year, contact with law officials.

27. PUBLIC DISPLAY OF AFFECTION - Physical contact which is inappropriate for the school setting. This is a discretionary event but can be generally defined as kissing, excessive hugging, groping, inappropriate physical contact with body parts, and acting in a manner which interrupts the instructional setting.

Discipline:

- 1st offense—Principal/Student conference, parental/guardian contact, in-school suspension or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.
- Subsequent offense—In-school suspension, parental/guardian contact, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

28. SEXUAL HARASSMENT - This offense is divided into two categories:

a. Use of verbal, written or symbolic language that is sexually harassing.

Discipline:

1st offense—Principal/Student conference, parental/guardian contact, in-school suspension, 1-180 days out-of school suspension or expulsion, possible referral to law/juvenile authorities, and documentation in student's discipline record.

Subsequent offense—In-school suspension, parental/guardian contact, 1-180 days out-of-school suspension or expulsion, possible referral to law/juvenile authorities, and documentation in student's discipline record.

b. Physical contact that is sexually harassing.

Discipline:

1st offense—In-school suspension, parental/guardian contact, 1-180 days out-of-school suspension or expulsion, possible referral to law/juvenile authorities, and documentation in student's discipline record.

2nd offense—In-school suspension, parental/guardian contact, 1-180 days out-of-school suspension or expulsion, possible referral to law/juvenile authorities, and documentation in student's discipline record.

Subsequent offense—11-180 days out-of-school suspension or expulsion, parental/guardian contact, referral to law/juvenile authorities, and documentation in student's discipline record.

29. SEXUAL MISCONDUCT - Sexual Misconduct is divided into three categories:

A. Class I Sexual Misconduct – Is defined as the exhibitionist, video, digital, or print display of a person's genitals, buttocks or the female breasts. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Discipline:

1st offense—Principal/Student conference, parent contact, 1-3 day(s) OSS, referral to the school counselor, possible contact with the Division of Family Services

2nd offense—Principal/Student conference, parent contact, 3-5 days OSS, contact with the Division of Family Services

3rd offense— Principal/Student conference, parent contact, 6-10 days OSS, contact with the Division of Family Services

4th offense— Principal/Student conference, parent contact, 10 days OSS, contact with the Division of Family Services, recommendation to the Superintendent for extended suspension

B. Class II Sexual Misconduct – Is defined as conduct which is of a sexual nature by or between students which involves the intentional physical contact

with a person's clothed or unclothed genitals, buttocks, or the breasts of a female. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Discipline:

- 1st offense—Principal/Student conference, parent contact, 1-5 day(s) OSS, referral to the school counselor, possible contact with the Division of Family Services
- 2nd offense—Principal/Student conference, parent contact, 6-10 days OSS, contact with the Division of Family Services
- 3rd offense— Principal/Student conference, parent contact, 10 days OSS, contact with the Division of Family Services, recommendation to the Superintendent for extended suspension or expulsion (180 days)

C. Class III Sexual Misconduct – Is defined as conduct which is of a sexual nature by or between students such as sexual intercourse, oral sex and masturbation. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

Discipline:

- 1st offense—Principal/Student conference, parent contact, 1-5 day(s) OSS, referral to the school counselor, possible contact with the Division of Family Services
- 2nd offense—Principal/Student conference, parent contact, 10 days OSS, contact with the Division of Family Services, recommendation to the Superintendent for extended suspension or expulsion (180 days)

30. TARDINESS - Any student entering the classroom doorway after the tardy bell has quit ringing is considered tardy. Consequences for excessive tardies will occur on the 4th unexcused tardy in a single class or the 7th unexcused tardy in the **full** schedule of classes and will occur on each subsequent unexcused tardy thereafter per semester.

Discipline:

- 1st offense—Principal/Student conference and one (1) hour of after-school detention.
- 2nd offense—Principal/Student conference, parent/guardian contact, and 1 day of ISS.
- 3rd offense—Principal/Student conference, parent/guardian contact, and 2 days ISS.
- Subsequent offense—Principal/Student conference, parent/guardian contact, assignment to Saturday school.

31. THEFT - Theft, attempted theft, or willful possession of stolen property.

Discipline:

- 1st offense— Principal/Student conference, in-school suspension or 1-180 days out of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

2nd offense— Principal/Student conference, in-school suspension or 1-180 days out of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.
Subsequent offense— 11-180 days out-of-school suspension or expulsion, notification to law enforcement/juvenile officials, and documentation in student's discipline record.

32. TOBACCO - This offense is divided into two categories:

a. Possession of any tobacco and/or imitation products on school grounds or buses or at any school activity.

Discipline:

1st offense— Principal/Student conference, parental/guardian contact, and/or 1-3 days in-school suspension.

Subsequent offense— Principal/Student conference, parental/guardian contact, 1-5 days in-school suspension and/or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, bus or at any school activity.

Discipline:

1st offense—Principal/Student conference, parental/guardian contact, and in school suspension or 1-3 days out-of-school suspension.

Subsequent offense—Principal/Student conference, parental/guardian contact, in-school suspension or 1-10 days out-of-school suspension, and possible referral to juvenile officials.

33. TRUANCY - Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

Discipline:

1st offense—Principal/Student conference, parental/guardian contact, and 1-3 days in-school suspension.

Subsequent Offense—Principal/Student conference, parental/guardian contact, 3-10 days in-school suspension, and referral to juvenile officials.

34. VANDALISM - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

Discipline:

1st offense—Principal/student conference, parental/guardian contact, restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

2nd offense—Principal/student conference, parental/guardian contact, restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent offense—Principal/student conference, parental/guardian contact, restitution, 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

35. WEAPONS - This offense is divided into two categories:

- a. Possession or use of any instrument or device (which could include but not be limited to firecrackers, water balloons, water guns, snowballs, rocks, pea-shooters, knives, etc.), other than those defined in 18 U.s.e. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

Discipline:

1st offense—Principal/student conference, parental/guardian contact, in-school suspension, 1-180 days out-of-school suspension, possible expulsion, notification to law enforcement/juvenile officials, and documentation in student's discipline record.

Subsequent offense—Principal/student conference, parental/guardian contact, 10 days out-of-school suspension, possible recommendation for expulsion, notification to law enforcement/juvenile officials, and documentation in student's discipline record.

- b. **Possession or use** of a firearm as defined in 8 U.s.e. 921 or 571.010, RSMo.

Discipline:

1st offense—Immediate administrative intervention, parental/guardian contact, one calendar year suspension or expulsion, notification to law enforcement/juvenile officials, contact with the Missouri School Violence hotline, and documentation in student discipline record.

Any above offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record. These offenses will also be forwarded to the juvenile office. See forms that follow. The term "in-school suspension" may include but is not limited to eighth hours, Saturday school, and separated classroom instruction during the regular school day.

36. ALL OTHER OFFENSES NOT LISTED - Consequences as determined by school administration

DEFINITIONS OF DISCIPLINE INTERVENTIONS

Corporal Punishment - Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used *only* when all other alternative means of discipline have failed, and then *only* in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor without a witness. Corporal punishment shall be administered *only* by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same. A staff member, may, however, use reasonable physical force against a student without advanced notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Detention - A form of behavioral intervention by which a student is assigned to stay after regular school hours.

In-School Suspension (ISS) - An alternative to suspension which allows students to remain in a detention room at school rather than being sent home. In-School Suspension carries with it closure from activities/programs similar to out-of-school suspension. Suspension will end at the end of the school day of the last day of suspension, except that students participating in extracurricular activities, including all MSHSAA contests and events, will not be allowed to participate in any activity or contest on the last day of the ISS, regardless of the time spent in ISS.

Out-of-School Suspension (OSS) - The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. During this hearing, the student would be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the student denies the charges, he/she will be given an explanation of the facts which form the basis of the proposed suspension. If, after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The Superintendent has the right to revoke a suspension. The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 180 school days. Should this occur, both the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools. Students, while under suspension, are prohibited from participation in, or= attendance at, any school-sponsored activities or programs. Suspension will end at the end of the school day of the last day of suspension, except that students participating in extracurricular activities, including all MSHSAA contests and events, will not be allowed to participate in any activity or contest on the last day of the OSS.

Expulsion - The principal and/or Superintendent have the right to recommend to the Board of Education that a student be expelled from school. Should this occur, the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it will be conducted by the Board of Education.

Saturday School - A form of intervention in which students are scheduled to attend school on designated Saturday's from 8 am to 12 pm. The intention is to assist students who are academically struggling, require behavior modification, and/or are chronically absent or late to school.