

# MANSFIELD HIGH SCHOOL

*Student Handbook 2020-2021*



***Principal***

Mary L. Watkins

***Assistant Principals***

Abigail Barlas

James Schlieffe

Timothy Tichacek

[www.mansfieldschools.com](http://www.mansfieldschools.com)

**To request a hard copy of this handbook, please contact the main office.**

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

الرجاء الإتصال بالمكتب الرئيسي في المدرسة إذا أردتم ترجمة هذه الوثيقة إلى اللغة العربية.

The Mansfield Public Schools prohibits unlawful discrimination, harassment (including sexual harassment), and retaliation against anyone based on race, color, age, disability, sex (including pregnancy, pregnancy-related conditions, or recovery from these conditions, including but not limited to, lactation), sexual orientation, gender identity or expression, religion or religious belief, national origin, ethnicity, ancestry, retaliation, marital status, genetic information, veteran or military status, limited English proficiency, homelessness, or any other class of individuals protected from discrimination under state or federal law in education, admission, access to or treatment in, its programs, services, benefits, activities, and terms and conditions of employment.

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**MANSFIELD PUBLIC SCHOOL SYSTEM DIRECTORY**

www.mansfieldschools.com

**MANSFIELD HIGH SCHOOL: 250 East Street Mansfield, MA 02048**

Phone: 508-261- 7450

Fax: 508-339-0259

*Principal: Mary Watkins**Assistant Principals: Abigail Barlas, James Schlieffe , Timothy Tichacek***Central Administration, Mansfield Public Schools, 2 Park Row, Mansfield, MA 02048***Superintendent of Schools*

Teresa Murphy (508)-261-7500

*Assistant Superintendent for Teaching and Learning*

Michael Connolly (508) 261-7500

*Assistant Superintendent for Finance and Operations*

Edward Donoghue (508) 261-7503

*Director of Special Education*

James Leonard (508) 261-7507

*Director of Human Resources*

Jocelyn LeMaire (508) 851-6414

**School Resource Officers, Mansfield Police Department, 50 West Street, Mansfield, MA 02048**

## School Resource Officer

Detective Kenneth Wright (508) 261-7540

## School Resource Officer

Detective Derek McCune (508) 261-7540

## Supervisor of Attendance

Detective Kenneth Wright (508) 261-7540

**MANSFIELD SCHOOL COMMITTEE***Chair, Kiera O'Neil**Vice Chair, Lynn Cavicchi*

Linda Fernando

Jenn Walsh

Lauren Scher

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**HANDBOOK for MANSFIELD HIGH SCHOOL GRADES 9-12**

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# - Denotes Policy Code Identification. Complete policy can be read on district website under the School Committee tab, Policy section.

## **BELIEFS, EXPECTATIONS AND COMMUNICATION**

### **DISTRICT RIGHTS & RESPONSIBILITIES**

An education in the Mansfield Public Schools is the right of every resident in the Town of Mansfield. Students have the right to be treated fairly and humanely and in a manner that adheres to the spirit and intent of all rights granted in the laws of the Commonwealth of Massachusetts and in the Constitution of the United State of America.

All students are required to conduct themselves in an appropriate manner with respect for themselves, their fellow students, and all other members of the school community, including but not limited to: aides, administrators, bus drivers, cafeteria workers, custodians, librarians, monitors, secretaries, substitutes, and teachers.

Students have a responsibility to observe the rules and regulations of the Mansfield Public Schools. The principal makes these rules and regulations with the advice of the principal's assistants, teachers, students and parents.

The principal is responsible for maintaining discipline on the school premises adequate for the

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safety of all persons and property and the orderly conduct of instruction. Accordingly, the principal has the authority to take all reasonable action to carry out this responsibility. The authority of the school extends to all school-sponsored functions and activities, all school property, and all school-sponsored travel.

The classroom teacher, with the assistance of the administration as needed, is responsible for maintaining discipline of the students in the classroom and in other areas when students are under their supervision. The teacher may take all reasonable action to carry out this responsibility.

## **CORE VALUES & BELIEFS ABOUT LEARNING**

The Mansfield High School community is committed to life-long learning with the understanding that it is essential to meeting the challenges of 21<sup>st</sup> century living. We want our students to be well equipped to make positive contributions to the local, national, and international communities.

We believe that students learn best when:

- they are in a safe, supportive environment which promotes life-long learning, problem solving, creativity, curiosity and independent thinking.
- they feel ownership of their own learning and are empowered to set goals and act in ways that are supportive of their own growth.
- they are willing to make mistakes to help them learn.
- they are eager to work with others to take on any challenges.
- the learning environment provides personalized learning opportunities that encourage self-discovery, self assessment and risk-taking.

We believe that students learn best from teachers who:

- are knowledgeable, enthusiastic and invested in their content area.
- communicate high expectations clearly and consistently.
- demonstrate flexibility and adaptability to learning conditions and to students' needs.
- use a variety of instructional and assessment strategies based on current research and best practices to engage students in their learning.

Furthermore, students will benefit from a community that:

- encourages a partnership between school, parents and community.
- recognizes and respects diversity.
- supports learning through appropriate funding for relevant technology and materials, through adequate staffing that ensures smaller class sizes, and through opportunities for effective professional development.

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**ACADEMIC EXPECTATIONS**

- The Mansfield High School student will communicate effectively.
- The Mansfield High School student reads text and other media to assess and analyze information.
- The Mansfield High School student uses curiosity, imagination, and critical thinking skills to solve and create solutions.
- The Mansfield High School student will use technology to obtain, organize, and communicate information effectively.

**SOCIAL & CIVIC EXPECTATIONS**

The Mansfield High School student collaborates with others to a productive end, leads by influence and example, and demonstrates personal and global responsibility.

**HANDBOOK POLICIES & PRACTICES #CHCA & CHCA-E**

The Mansfield High School handbook has been prepared to create a better understanding among students, parents, and teachers. These documents combine to serve as a reference on the basic policies governing the operation of Mansfield High School.

No handbook can completely explain all the policies and practices of a school. This does not diminish its usefulness. It merely takes notice of the fact that the school is obligated to treat every student as an individual and assess every situation in the light of how it affects the education and development of the individual student. The administration reserves the right to alter any of the recommended policies or procedures prescribed within this student handbook. When applying the policies and regulations of the school, students will always be accorded their due process. Massachusetts General Law supersedes the provisions of this handbook, to the extent that any provision of this handbook is in conflict with the law.

**SCHOOL—HOME COMMUNICATION****ASPEN STUDENT PORTAL**

Aspen is a data management system that is used by the Mansfield Public Schools. Aspen is the main communication tool for parents to check on their student's academic standing. MHS teachers and staff upload items including but not limited to: homework, grades, projects, materials, and other important information. Each student receives an Aspen username and password at the start of the school year. It is strongly recommended that parents/guardians keep a copy of the Aspen username and password and check the student's account on a regular basis. If the username and/or password is lost or not working properly, please contact the MHS main office.

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**BULLETINS & ANNOUNCEMENTS #KDD & EBCE**

Some notices of club meetings, athletic and social events, general information and specific instructions are read during the first two to four minutes of the second block of each day. Such notices should be brief and should be provided to the main office by 7:20 a.m. Special notices may be announced over the intercom, but every effort will be made to keep these to the barest minimum. All morning announcements are posted in front of the main office and on the [MHS website](#).

**CONFERENCES (SCHOOL)**

Parent-teacher conferences are typically scheduled at the start of Quarter 2 and middle of Quarter 3. Evening and afternoon conference times are available. Conference meeting times are scheduled by the teacher and are on a first-come, first-served basis. Information on scheduling conferences will be sent home with your child and will be available on the MHS website.

**CURRICULUM NIGHT**

All parents/guardians are invited to attend Curriculum Night, which is held in September. At this time teachers give an overview of their classes, including curriculum descriptions, expectations, and routines. The evening is ended with an opportunity to ask questions of the classroom teacher in an informal manner.

**CUSTODY ISSUES**

Official court orders regarding the custody and care of any student must be filed in the Mansfield High School Counseling Office at the beginning of each school year or at any time during the school year, should the custody of a student change.

**GIFTS TO EMPLOYEES #GBEBC**

The Mansfield Public Schools adheres to all Massachusetts General Law Chapter 268A and State Ethics Commission's rules and regulations.

While families often give gifts to teachers, coaches, and other staff at the holiday time or end-of-year/end-of-season as an expression of gratitude for their hard work, it is important that parents who choose to do so adhere to the requirements under state ethics and conflict of interest law in order to avoid placing teachers and staff in an awkward position. These guidelines are as follows:

- **Individual Gifts:** Under state law, public school teachers and other public employees are generally prohibited from accepting gifts valued at \$50 or more (aggregated) for the school year. Public employees are required to disclose gifts received from individual students and parents/guardians that are not class gifts.

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- **Group Gifts:** An exemption exists for “class gifts”, whereby a public school teacher is allowed to accept a personal gift or several gifts during the school year, from a class, club/activity or team, with a total value of up to \$150, if a group of students and/or parents wish to pool their contributions toward a group gift. Such a gift must be identified only as being from the class, and the identity of givers and amounts given are not identified to the recipient.
- **Gifts to the Classroom, Program or the School:** Families may also give gifts to the classroom, to academic, co-curricular and extracurricular programs, or to the school or District, in accordance with the rules of the Mansfield Public Schools.

## **TB RISK ASSESSMENT AND FOREIGN TRAVEL**

The Massachusetts Department of Public Health recommends TB Risk Assessment to identify children who may be at risk for Tuberculosis (TB) and may require evaluation and testing. Each school aged child in a Massachusetts public or private school should have a TB Risk Assessment completed by their health care provider and documented in their school health record.

Visiting or travelling in a country with a high prevalence of TB is one of the risk factors for TB infection in children. Countries in the following regions are generally considered to have a high prevalence of TB: Africa; Asia and the Pacific Islands (except Japan); Eastern Europe; Mexico, Central America and South America; the Caribbean; the Middle East.

If you travel with your child to any of these regions for more than one month, please contact your health care provider regarding the need for a TB Risk Assessment. Your child may be a candidate for further testing such as a TB skin test or an IGRA blood test to check for TB infection. Please be sure to provide documentation of any assessments and subsequent follow up to your school nurse.

## **PARENT ORGANIZATIONS**

### **Mansfield Special Education Parent Advisory Council (MSEPAC)**

The Mansfield Special Education Parent Advisory Council (MSEPAC) offers membership to all parents of students found eligible for special education in the Mansfield district, as well as other interested parties. The MSEPAC is authorized by state law to provide advice to the district regarding special education programs and policies. Additionally, the MSEPAC is authorized to meet with designated school officials and to engage in activities that enable the MSEPAC to participate in the planning, development and evaluation of the district’s special education programs. To learn more about this organization, contact the Mansfield Public Schools Special Education Department.

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**School Council #BDFA**

The School Council is a representative, school-based committee composed of the Principal, parents/guardians, teachers, students, and community members. The School Council has an advisory role in shaping the policies and programs of MHS and reviews the annual school building budget, and assists in the formulation of the school improvement plan.

**SCHOOL MESSENGER**

The Mansfield Public Schools use the School Messenger notification system to communicate important information to parents and guardians that needs to be distributed immediately. Information can be sent to personal email accounts and telephone numbers on file with the school. If you are not receiving emergency notifications from our schools (weather issues for example), there may be a few reasons why:

1. The email address [school.notifications@mansfieldschools.com](mailto:school.notifications@mansfieldschools.com) is blocked on your inbox or being sent directly to SPAM.
2. HOTMAIL accounts appear to block some emails from Mansfield Public Schools. Consider using an account other than HOTMAIL.
3. Our student database contains an outdated contact email for you. Each September, please be sure to review and update the emergency contact information report that is sent home for each student. During the school year, if you have any changes to your emergency contact information please contact the school office.

**SCHOOL-RELATED PROBLEMS AND CONCERNS**

The following guidelines may be helpful for addressing concerns or problems.

1. Any concerns regarding a school-related matter should first be raised by the parent with the staff member most directly involved.
2. If the matter remains unresolved, the parent may wish to speak with the building Principal. Appointments can be scheduled by contacting the office.
3. If the matter is still unresolved, the parent may wish to speak with the Superintendent. For appointment, call the Superintendent's Office at 508-261-7500.
4. If the matter remains unresolved, the parent may wish to bring to the attention of the School Committee by writing a letter to the Mansfield School Committee at Mansfield Public Schools, 2 Park Row, Mansfield, MA 02048 or e-mailing the Committee at [school.committee@mansfieldschools.com](mailto:school.committee@mansfieldschools.com).

We urge parents to use the progressive steps outlined above as most problems can be addressed satisfactorily by the teacher or other staff member most directly involved. Starting "at the top" inevitably results in no decision and the matter will be remanded to the staff member most directly involved.

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## **VISITORS #KI**

Student guests are not allowed during the school day. Parents and authorized visitors are welcome but are required to enter the building through the front lobby doors, sign in and out at the main office, and wear guest passes during their visits.

### **Raptor Visitor Management System**

The Raptor Visitor Management System will better allow us to screen visitors in our school and provide a safer environment for our students and staff. All visitors will be asked to follow the following procedure:

- Upon arrival, visitors will check in at the Main Office and will be asked to present a US government-issued ID, such as a driver's license, which will be scanned into the Raptor system.
- The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders.
- Once entry is approved, Raptor will issue a badge that identifies the individual by name, photo, date, and the purpose of their visit.

*NOTE: If for any reason a visitor does not have a US government-issued Driver's License, a school staff member can use any form of identification and manually enter the person's name and date of birth into the Raptor system.*

Should you have any questions about the program, please feel free to contact a school administrator.

## **VOLUNTEERS**

Volunteers are welcome at Mansfield High School. Typically, volunteers assist with photo copying and/or chaperoning field trips. Volunteers are asked to sign in every time they enter the building and to wear a volunteer/visitor badge.

**To protect the safety and well-being of our students, a Criminal Offender Record Information (CORI) form is required for all volunteers. The one-page CORI Form is available in the Office of the School Principal or online on the district website.**

## **ACADEMIC/SCHOLASTIC INFORMATION**

### **PROGRESS REPORTS/REPORT CARDS/GRADING PORTAL**

Students will receive progress reports midway through first quarter and second quarter (every five weeks approximately); students will receive report cards at the end of each quarter. Progress reports and report cards are distributed to students directly in homeroom; final report cards will be mailed home in June. Starting 2nd semester in the 2020-2021 school year, teachers

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will post all student grades counted towards each term's final average in the district's student management system, which will be online for students and parents to view. Grades will be posted in the system within 5 days of when the assignment was graded.

## **EXAMS #ILC**

### ***Importance of attendance and punctuality during exams:***

Exams are an important part of the educational process. Students shall be punctual and in attendance during all exam periods and are expected to participate fully.

### ***Make up of exams at end of semester:***

Students that need to make up exams due to illness or other extenuating circumstances will need approval from the administration.

### ***Senior Final Exam Exemption Option:***

In an attempt to provide an incentive for seniors to finish their high school careers with a commendable 12<sup>th</sup> grade report card, seniors who have maintained a B+ (88%) average or greater as of a week before the final exam in a semester or year long course, will be allowed to opt out of taking the final exam in that course. If a student wishes to take the exam, that exam grade will be factored into the student's final grade. Students will still be expected to attend class up to the final exam day. Any senior who is exempt from a final exam for a course is not required to report to the exam period unless they wish to still take the exam. The absence from the class period will be marked as Absent Excused. Exempt seniors may leave the building with the expectation that they return to school on time for their next scheduled class period. There is no need for a formal dismissal for exempt students, as teachers will have reported the list of qualifying students to the main office. Exempt students who choose to remain in the building may report to either the cafeteria or library to work or study quietly. Exempt students will not be permitted to be anywhere else in the building without permission. Senior student athletes who qualify for exercise their Senior final exemptions and receive an Absence Excused (AE), are eligible to play in their sport's contest that day.

## **HOMEWORK #IKB-R**

At the high school level, research supports that homework more positively impacts learning than at any previous level. The more effort students put into their learning, the greater academic gains they make.

- Homework should not be assigned over Thanksgiving and December vacations.
- Routine homework should not exceed 20% of the total weighted average for a course.
- Homework, if assigned, should not exceed 2.5 hours per night total for all courses (~25 min. per course).

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- Students enrolled in Advanced Placement courses should expect more homework every night, following the curriculum set by the College Board for each course.
- Homework assignments should be developmentally appropriate and constructed flexibly to best support individual learning needs. Students on Individual Education Plans (IEPs), Section 504 Plans, or Response to Intervention Protocols (RTI) may also have the amount or type of homework adjusted based upon their individual plans in accordance with the District Curriculum Accommodation Plan (DCAP).
- If homework is missed as a result of absence, make-up work will be provided to the student upon return, and the student will receive a minimum of one day for every day absent.
- If summer assignments are given, they should be accompanied by instructions indicating how a student with questions would seek guidance/assistance during the summer. Students enrolled in AP courses may have summer assignments, following the curriculum set by the College Board for each course.

### **Parental Notification Relative to Sex Education # IHAMA**

Some health courses may contain references to sex education. If your child is enrolled in one of these courses, you will receive a notification home at the beginning of the course indicating the course content, your right to review the program material, and your right to opt your student out of the curriculum.

### **Dissection in Schools and Dissection Alternatives # IMGA**

Mansfield Public Schools offers some science courses that may include dissection. These courses also include dissection alternatives. Upon a written request of a student's parent or guardian, the Mansfield Public Schools will permit a student who objects to dissection activities to demonstrate competency through an alternate method.

### **COURSE SELECTION PROCESS**

Proper course selection creates the foundation for a successful high school career. At Mansfield High School, the Course Selection Process is given the utmost priority by our faculty and administration. The process requires input and cooperation from students, parents, teachers and school counselors. Courses should be chosen with a great deal of thought and care.

Courses should be selected with the intent of achieving academic success while challenging individual personal development. Students must enroll in a minimum of 50% core-academic courses each year. It is recommended that college-bound students enroll in a minimum of 2/3

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core-academic courses each year.

Students and parents considering college should understand that colleges vary greatly in selectivity and basic course requirements. When considering colleges, students and their parents should be aware of each school's academic requirements. Plans may change as one progresses through high school. Students and parents should consult with the school counseling staff regarding their plans.

Families are strongly encouraged to follow the recommendations of teachers as to course placement for the coming year. We understand that there are occasions when parents and students are not in agreement with the recommendation of their teacher and choose to request a waiver of the recommendation. Students will be provided with a hard copy of teacher recommendations for core academic courses at the start of the course registration process. Students **must** consult with their teacher if they are in disagreement with the recommendation to better understand the recommendation as well as to self-advocate for a potential change in the recommendation. At this time the teacher will provide the student with the **Course Change Form**. If the teacher agrees with the change in the course, they will sign the form and the student will return the completed form to the counselor. If the teacher is not in agreement and the student wishes to continue to pursue the change, the student must complete the **Course Change Form** provided to them by the teacher, obtain all appropriate signatures, and meet with the appropriate Department Chair to discuss the request. The request will be reviewed by the Department Chair in consultation with the teacher, student and parent/guardian(s). If the request is granted, the student will **remain in the class for the duration of the course**.

**Careful attention should be given to course levels and the overall difficulty of a schedule. Students will not be allowed to make changes to their courses after the selection process is completed at the end of the preceding school year. No course changes will be permitted after the opening of school. If an error was made, the student should inform the School Counselor who will initiate the process for correcting the error.**

## **DESCRIPTION OF COURSE CHANGES**

- **Advanced Placement:** Courses are formally recognized as Advanced Placement (AP) by the Educational Testing Service and culminate with an AP examination.
- **Honors:** Courses contain highly challenging material, presented at an accelerated and more intensive pace than college preparatory courses. Honors courses require advanced reading, writing, verbal, conceptual, mathematical and study skills as well as extensive outside preparation.
- **College Preparatory:** Courses prepare students to continue their education at the college level. These courses require well developed reading, writing, verbal, conceptual, mathematical and study skills, as well as substantial outside preparation.
- **Comprehensive:** Courses prepare students to continue their education at two-year colleges, or for the workplace. Comprehensive courses develop reading, writing, verbal,

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conceptual, mathematical and study skills through a variety of classroom activities and may require outside preparation.

## **ADVANCED PLACEMENT**

When planning to register for Advanced Placement classes please consider the following:

- AP courses are available to students in grades 10, 11 and 12.
- Grade 10 offerings are AP European History and AP Computer Science.
- Typical grade 11 choices are AP English Lang/Comp, AP Biology, AP US History, AP European History, AP Statistics, AP Computer Science, AP Art History, and AP Music Theory.
- Grade 12 offers greater AP opportunities because more prerequisites have been achieved, however, students will be required to make choices -- student demands, as well as sections offered, affect opportunity.
- Knowing prerequisites and expectations early in a student's high school career (grade 10) is highly recommended.
- You are urged to review the AP Profile as outlined by each academic discipline. The syllabus of each class, which is reflective of a first year college course, is rigorous and demanding. The minimum standard is set by the College Board. Previous knowledge, a solid work ethic, and strong time management are requirements in all Advanced Placement level classes.
- Grade 10 students may enroll in a maximum of 1 AP course; Grade 11 students may enroll in a maximum of 3 AP courses; Grade 12 students may enroll in a maximum of 4 AP courses and appeal to the Principal for a fifth AP course. Please see handbook for further details.

### **Advanced Placement- Expanded Description**

The Advanced Placement (AP) program provides high schools with an opportunity to offer college level courses to qualified high school students. These challenging and stimulating courses take more time and require more work than traditional high school courses. They also give greater opportunity for individual progress and accomplishment and allow for greater depth of study. Advanced Placement courses also offer an opportunity to gain advanced placement and/or college credit to students when they enter college. Currently, MHS offers the following AP courses: Calculus, Statistics, Computer Science, Physics, Biology, Chemistry, American History, European History, Psychology, French Language, and Spanish Language, English Language and Composition, English Literature and Composition, Art History and Music Theory.

The College Board requires every AP course syllabus to be submitted for audit. This audit ensures that the class meets the required rigor and allows Mansfield High School to be declared as AP certified. In the Mansfield High School Program of Studies, profiles of expectations follow each course description and should be carefully reviewed before a student seeks registration.

In order for students to register for AP course(s), they must have the recommendation of the subject area teacher and Department Chairperson. Once a student has been allowed to register, he/she **must**

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check with respective department chairs for summer reading requirements. Because of the rigorous academic expectations associated with AP courses in and outside of the classroom, students may pursue a maximum of 1 AP course in their sophomore year, 3 AP courses in their junior year and 4 in their senior year. Students wishing to take an additional AP course in their **senior year** will need to meet with the Principal, Department Chairperson, School Counselor and Parent/Guardian to determine if the additional AP course is in the student's best educational interest. Please note that the schedule may not permit this to take place due to scheduling constraints. It is the expectation that students taking any AP course must complete the course in its entirety. ***Students enrolled in an AP class will not be permitted to drop the course once the enrollment process is complete at the end of the 2017-18 school year.*** The AP exam represents the conclusion of any AP course. It is expected each student will take the AP exam.

The College Board creates and scores the AP exams. The College Board charges a fee for each exam which is updated annually. The exam fee is the responsibility of the student. A budget plan to pay for this expense is available. There may be financial aid available for those who qualify. If a parent believes they have financial need, they must inform the AP Coordinator by November 1<sup>st</sup>.

### AP FEES AND FINANCIAL ASSISTANCE

The College Board creates and scores the AP exams. The College Board charges a fee for each exam which is updated annually. The exam fee is the responsibility of the student. A budget plan to pay for this expense is available. There may be financial aid available for those who qualify. If a parent believes they have financial need, they must inform the AP Coordinator or **School Counseling Director, Tina Karidoyanes** by December 1st.

### GRADUATION REQUIREMENTS

Grade	9	10	11	12*
Class of	2022	2021	2020	2019
Number of credits that must be earned	124	124	124	126
Number of courses that must be taken and passed: ***				
English <sup>†</sup>	4	4	4	4
Mathematics (MA Colleges/Universities require 4 years.)	3	3	3	3
Social Studies <sup>++</sup>	3	3	3	3
Science	3	3	3	3
Wellness / Physical Ed. <sup>+++</sup>	4	4	4	4

Students must adhere to the Massachusetts Department of Elementary and Secondary Education (DESE) MCAS requirements (or comprehensive exam as determined by DESE) to receive a diploma.

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- \* Seniors must earn a minimum of 25 credits in their Senior Year to graduate.
- \*\* One unit of PE/Wellness must be in the students' Senior Year
- \*\*\* A unit is equivalent to two trimesters under the previous schedule and a full year course starting with the 2016-17 school year in all disciplines except for Wellness/Physical Ed. One trimester under previous schedule and a semester starting with the 2016-17 school year satisfies a unit for Wellness/Physical Ed.
- + The four English courses that satisfy this requirement are exclusive of electives.
- ++ All students must pass three courses in social studies, one of which must be American History 2.
- +++ All students must participate in a Wellness/Physical education course each year per MA state regulations. Students must pass up to four units of Wellness/Physical Education two of which must be comprehensive health courses and two physical education courses.

Except for Seniors, students will not be allowed to enroll in two required English courses within the same school year. A Senior is only eligible to enroll in English 11 and English 12 during their senior year if they have not enrolled in English 11 in a prior year. If a senior needs to repeat English 11 due to a failure their junior year they must attend summer school or evening school to complete the course. Providing the student meets the eligibility requirement, failures must be made up in summer school before a student is able to proceed to the next appropriate English course.

Every student must earn a minimum of 124-126 credits to graduate depending on graduation year. Class placement is determined by the number of years that a student has attended high school. Transferring students will have their previous school's transcript evaluated and graduation will be based upon the same 88% standard.

## **WITHDRAWAL FROM CLASS**

Transferring or withdrawing from a course can be a difficult and disruptive process. Once a course begins, **there is no guarantee that a request for withdrawal or transfer from a class can be honored, given that alternative options do not always exist.** A change in schedule often affects more than just the class in question.

However if the parent/guardian feels that extenuating circumstances exist that warrant a schedule change they must submit their request for consideration in writing to the principal for review. The written request must clearly state the reason for the withdrawal along with any relevant documentation. This does not include a level placement change (A level placement change is done through the Course Change Form submitted to the appropriate department chair.). The principal will review the request and may schedule a conference with student, parents, teachers, department chair and school counselor.

The following criteria must be met in order for this change to be considered. They are:

1. The student has actively participated in class.

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2. The student has completed all assigned homework and class projects.
3. The student has sought additional help outside of the regularly scheduled class time.

When the proposed course has been closed due to class size or a change would create a conflict in the student's schedule, the intended change may not be granted.

### EXTRA HELP

Extra help is available every day from 1:50pm-2:20pm or by appointment. Students should communicate with teachers to schedule extra help sessions.

### RANK IN CLASS & CALCULATING GPA

The joint committee of the National Association of Secondary School Principals and the American Association of Collegiate Registrars and Admission Officers, and the Massachusetts Board of Higher Education, recommend the following procedures be followed when determining a student's rank in class. Courses can differ substantially in their level of academic challenge, and thus are weighted accordingly. Mansfield High School uses a student's course-weighted rank in class to report academic achievement to colleges, to determine the school's valedictorian and salutatorian, and to establish eligibility for all other awards that require rank in class.

To receive consideration for and to be selected as Mansfield's valedictorian or salutatorian, a student must be enrolled for the entire sophomore and junior year at Mansfield High School. For the top 10% of the senior class, rank in class is calculated after completion of the 3rd quarter of senior year and is used for the sole purpose in determining valedictorian and salutatorian.

Calculating the course-weighted GPA is accomplished as follows.

1. Convert each final grade to the 4.0 scale described below
2. Weight the final grades in accordance with the level of difficulty of the course. 0.5 is deducted from grades earned in Comprehensive level courses, 0.5 is added to grades earned in Honors level courses and 1.0 is added to grades earned in Advanced Placement courses.
3. Multiply the adjusted grade by the credits earned in the course.
4. Take the total product from (3) and divide by the number of credits attempted.
5. The quotient is the student's course-weighted GPA.

**The chart below describes the conversions:**

100 = 4.0	91 = 3.8	82 = 2.9	73 = 2.0
99 = 4.0	90 = 3.7	81 = 2.8	72 = 1.9
98 = 4.0	89 = 3.6	80 = 2.7	71 = 1.8

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97 = 4.0	88 = 3.5	79 = 2.6	70 = 1.7
96 = 3.9	87 = 3.4	78 = 2.5	69 = 1.6
95 = 3.9	86 = 3.3	77 = 2.4	68 = 1.4
94 = 3.9	85 = 3.2	76 = 2.3	67 = 1.3
93 = 3.9	84 = 3.1	75 = 2.2	66 = 1.2
92 = 3.8	83 = 3.0	74 = 2.1	65 = 1.0

Any grade falling at 64 or below is a failing grade and earns 0.00 credit

## HONOR ROLL

The honor roll is computed at the end of each semester on the basis of reported grades in all qualified subjects. Students with incomplete or failing grades cannot qualify for the honor roll.

- High Honors = Average of all grades is 90 or above
- Honors = Average of all grades is 85 to 89.99
- Honorable Mention = Average of all grades is 80 to 84.99

## STUDENT OF THE MONTH

Every term/quarter, MHS staff members nominate students who embody the MHS Core Values, Academic Expectations and Social/Civic Expectations. Award certificates are displayed on a bulletin board and on the MHS website. Certificates are also personally delivered to nominees by the person who nominated them.

## SUMMER SCHOOL CREDIT

A student may attend an approved summer school program for credit either for a failing grade or reduced credit due to absences. To be eligible for summer school, a student who failed a course must have attained a grade at Mansfield High School in the range of 55-64 or, because of poor attendance, passed a course but has reduced credit. While in summer school a student must earn at least a 65 in order to receive credit for the course. Courses pursued in summer school programs shall be reflected on the student transcript as summer school courses as soon as all summer school financial obligations are paid. The grades achieved and the credits earned in summer school classes shall not be used when calculating a student's GPA.

## EVENING SCHOOL CREDIT

Permission to attend night school can only be granted by the High School Principal. To qualify, a student must be credit deficient towards graduation. A student can take up to four courses in night school. In order to receive credit for the course at Mansfield High School, a minimum grade of 65 must be attained in night school. Courses pursued in night school programs shall be

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reflected on the student transcript as night school courses. The grades achieved and the credits earned in night school classes shall not be used when calculating a student's GPA.

## **HOME/HOSPITAL EDUCATION**

Our policy is in compliance with the state's regulations that govern the school's responsibility to provide home-based education. The Mansfield Public Schools support educational services for students upon receipt of a physician's written order that the student must remain at home or in a hospital setting for medical reasons for a period of not less than 14 school days in a year. Education services are of sufficient frequency to allow the student to continue their educational programs as long as the sessions do not interfere with the student's medical needs. Educational plans are created on an individual basis. The physician form must be renewed every 60 days.

## **STUDENT SUPPORT SERVICES**

### **Therapy Assistance Dogs # IMGB**

The Mansfield Public Schools supports the use of assistance dogs for the benefit of its students subject to the conditions of policy (IMGB). Professional School Assistance Dogs certified with their owners/handlers as Certified Assistance Dog Teams provide emotional and physical support in the educational setting. These highly-trained dogs model good behavior, tolerance, and acceptance. This policy is not intended to, and does not, allow students, parents, or staff to bring emotional support animals onto the Mansfield Public Schools campus. Individuals who bring an animal onto the District campus that does not meet the definition of a service animal under District policy *IMG Animals in School* or that has not been approved under this policy will be asked to leave campus.

## **SPECIAL EDUCATION**

If a student's academic difficulties indicate that they may have a learning disability and require specialized instruction, a teacher, a school counselor, or parent may contact the Assistant Director of Special Education, Zach Abrams in writing and request an evaluation of special education services. A referral for a special education evaluation is typically made after the student's teachers have implemented pre-referral strategies as recommended by the Student Support Team. Parents' Rights Brochure is available from the Assistant Director of Special Education, Zach Abrams.

## **SECTION 504**

If a parent or teacher believes that a student may have a disability and requires classroom accommodations, that parent or teacher should contact Assistant Principal James Schlieffe in

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writing and request an evaluation for accommodations under Section 504. Information regarding parental rights under Section 504 is available from the Principal, Mary Watkins.

### **RESPONSE TO INTERVENTION (RTI)**

Mansfield High School's RTI is defined as a set of systematic, increasingly concentrated educational interventions to support students who are struggling academically and/or behaviorally. These interventions are tailored to meet the needs of individual students within the context of general education classes. Referrals may be submitted to school counselors by any staff member or parent/guardian.

### **DISTRICT CURRICULUM ACCOMMODATION PLAN (DCAP)**

The DCAP provides a list of resources and accommodations available to students and classroom teachers. The DCAP document is intended to support the efforts of educators to provide effective interventions for struggling learners.

### **STANDARDIZED TESTING ACCOMMODATIONS:**

College Board (AP, PSAT, and SAT) and ACT Tests- Students with IEPs or 504s may be entitled to PSAT/SAT/AP/ACT accommodations. The only way to receive these accommodations is to apply for them through the College Board (PSAT/SAT/AP) or the ACT Board (ACT). The application process for accommodations can take up to two months to complete; it is crucial that you begin the process early by notifying your school counselor of your intent to apply.

For questions regarding Standardized Testing Accommodations, please contact your child's school counselor at 508-261-7540.

### **MCAS**

The student's IEP or Section 504 Team determines how the student will participate in MCAS. If the Team determines that it is appropriate and allowed within the guidelines, certain testing accommodations are permitted. If the Team determines that the student's disability prevents the student from taking the MCAS test, even with accommodations, the Team must develop an alternate assessment for that student which is appropriate to the student's academic development.

For questions regarding Standardized Testing Accommodations, please contact Mansfield High School's Counseling Department at 508-261-7540.

### **ATTENDANCE**

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**ATTENDANCE POLICY & PROCEDURE #JH & JHB**

School attendance is compulsory in Massachusetts for all persons between the ages of six (6) and sixteen (16). It is the shared responsibility of the student, their family, and the school to maintain a good attendance record. When a student is absent from or tardy to school, the parent/guardian must present to the school office on the day the student returns the proper written documentation in order to excuse the absence/tardy indicating the date, the name of student, the days of absence/tardy and the reason for the absence/tardy. If the student needs to be absent/tardy to school please notify the main office regardless if the absence/tardy is excused. In addition, when a student is absent for five consecutive days or more a doctor's note must also be presented. Failure to attend school without a valid excuse may warrant school personnel seeking help for the student and their family through supportive counseling, meetings and, if necessary, court action. Students are considered chronically absent when they have missed ten percent of the scheduled school days.

The most important aspect of learning occurs in the classroom setting, where teachers and students exchange ideas and analyze data. Absences preclude this interaction and should therefore be limited to instances of medical necessity, family emergency or individual obligation. When an absence is necessary, the parent or guardian should promptly contact the school and communicate the reason for the absence. Make up work will be provided to the student upon return and the student shall receive a minimum of one day for every day absent.

**Procedure to follow when a student is absent:**

- The parent or guardian informs the school. Dial 508-261-7540, ext. 33500 and leave a voicemail message.

**Steps to follow when a student returns to school following an absence or tardy:**

- The parent or guardian provides proper written documentation indicating the student's name, the date(s) of absence, and the reason for the absence(s).
- The student presents the proper written documentation to a member of the administration or office staff upon returning to school. Lack of documentation may result in unexcused absences.

**Excusable Absences/Tardy**

- Absences or Tardiness shall be excused for the following reasons, with parents/guardians providing appropriate written explanation for the absence or tardiness of a child. This will be required in advance for types of absences when advance notice is possible.:
- Documented college visitation (no more than five in an academic school year for second half of junior year and entire senior year only)
- Documented court appearance
- Authorized school field trip (signed permission slip provided to teacher)
- Religious observances
- Bereavements with parental letter
- Family emergency (submit written explanation to building administration for approval)

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- Documented hospitalization (Medically exempt)
- Medical (documentation from a health care provider)
- Weather so inclement as to endanger the health of the child

### **Absences, Tardies and Dismissals From/To School**

Absences are cumulative and can result in a reduction of course credit. Absence from a class period for more than 10 minutes will result in an absence being recorded for the entire class, unless the student is absent due to a school counselor's appointment, a school-mandated meeting, or is seeking medical attention in the school nurse's office. Dismissals from the nurse's office are unexcused absences. Please note: if a student is seeking medical attention in the nurse's office and remains in school for the day, the absence is excused. If the student seeks medical attention in the nurse's office and is then dismissed, the absence is not excused unless documentation from a doctor's office is provided upon the student's return to school. Nurses are not authorized to excuse absences from school.

Three (3) unexcused school tardies per quarter will be allowed before discipline is issued. A school tardy is defined as a student entering the building or arriving to class after 7:25 a.m. All unexcused tardies exceeding three per quarter will be subject to progressive discipline as it appears in the table below. When it becomes apparent that a student's cumulative absences may result in a loss of course credit, an assistant principal will inform the parent/guardian of their child's attendance situation, and a meeting may be scheduled.

4-6 Tardies	Office Detention
7-8 Tardies	Evening Detention
9-10 Tardies	Saturday detention
10+ Tardies	Parent/guardian meeting may be scheduled for chronic tardiness, potential for further disciplinary action up to and including suspension

**Class Tardy-** A student who arrives late to an individual class may be subject to a teacher detention. Multiple class tardies may result in a discipline referral.

Dismissals from school result in class absences and should be avoided. If a student is to be dismissed early from school, the student must bring a written parental request to the office prior to 7:15 a.m. The note will be confirmed by phone. If a parent leaves home before 7:30 a.m., the parent can call the school to confirm the dismissal by dialing 508-261-7540, ext.33500. A parent must pick up the student at school if an emergency occurs during the school day that

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requires dismissal.

### **Religious Holidays**

In recognition that the community continues to become more diverse, the Mansfield Public Schools recognize that a number of religious and holy days occur during the school year. The Mansfield Public Schools adhere to the following practices:

All students will be allowed to observe and participate in their religious activities, without penalty. These students will receive an excused absence. Students will be allowed to make up class work, homework and/or any assignments during their religious absence.

Long term reports or special projects, which are due on one of the major religious days, will be submitted to the teacher on a mutually agreed upon date, prior to or following the pupil's return to school, with no late penalty.

Teachers are expected to exercise sound judgment in carrying out work when some students may be absent because of a religious holiday or holy day. Provisions should be made for students who expect to be absent. Please notify the teacher in order to obtain assignments that may be necessary ahead of time. In no situation will a student be made to feel uncomfortable because he or she chooses to exercise their religious convictions. Mansfield Schools appreciates and understands that religious observances often involve family activities. Students should not be expected to complete homework, study for tests, or complete other school work during their absence. Students will be given the opportunity to make up this work within the appropriate amount of time determined by the teacher.

### **Signatory Rights of 18 Year Old Students**

When students reach the age of eighteen, they are presumed to be adults and may exercise their rights independently of their parents, except the right to preclude parents from inspecting the school record 23.01(3). If the student over eighteen intends to exercise their rights independently, the student must make such requests in writing to the school principal or superintendent, who shall honor such requests.

If the student intends to exercise the right to dismiss themselves from school, the school may contact the parent or guardian to indicate that this right has been invoked.

### **Medically Exempt (ME) Absences**

Students with documented medical issues are able to obtain a recorded medical exemption (ME) for purposes of attendance and grade record. Students with a medical exemption receive full credit upon completion of assigned course work. ME's will be reviewed at close of the school year on an individual basis. In order for a student to progress to the next course for the coming school year, all course work must be completed by August 15.

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**Incomplete (INC)**

Students who receive an INC on their report card will have 2 weeks following the distribution of grades (report cards) in order to make-up all missing assignments. If the work is not completed on time, the teacher will submit a grade to the school counseling office based on the work complete.

**Absences that may be Disciplinary Infractions**

Cutting class is defined as any absence from class that is not authorized by the school. This includes students who do not attend class, who refuse to go to class, who leave without permission, or who have problems being on time for class or leaving early from class. Leaving the school campus at any time without signing out is considered cutting. A student who cuts class receives an absence for each missed class and may not be able to make up the missed work for class credit. Said student risks the loss of course credit as outlined in this attendance policy and is ineligible to appeal any loss of course credit to the principal.

A student who is suspended externally receives an excused absence for each missed class and will have the opportunity to make up the work he or she missed while serving the suspension for full class credit.

**CREDIT REDUCTIONS FOR UNEXCUSED ABSENCES**

When a student has a passing grade in any course but has unexcused absences, credit earned will be reduced, according to the following charts:

**Credit Reduction Table****1 Semester Course**

Unexcused Class Absences	% Credit Loss	Credits Earned
0-5	0	2.5
6	20	2
7	40	1.5
8	60	1.0
9	80	0.5
10	100	0

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**Full Year Course**

Unexcused Class Absences	% Credit Loss	Credits Earned
0-10	0	5.0
11	10	4.5
12	20	4.0
13	30	3.5
14	40	3.0
15	50	2.5
16	60	2.0
17	70	1.5
18	80	1.0
19	90	0.5
20	100	0

**Credit Reduction Policy and Appeals**

Course credit reductions occur when a student's cumulative unexcused absences and/or tardiness exceed the limits defined by the attendance policy. Students may earn back no more than two unexcused absences in a year by attending two Saturday detentions at the conclusion of a course. The scheduling of the Saturday detentions will be at the discretion of administration.

A credit reduction appeal is necessary only when a student's cumulative unexcused absences exceed the limits set in the preceding tables. Absences due to disciplinary infractions and suspensions are excused absences per Ch.222. Absences due to family vacations are not excused absences. The Principal will review the documentation submitted pertaining to the student's attendance situation and render a written decision as soon as possible. Parents will be notified of the principal's decision.

Loss or reduction of course credit due to an attendance policy infraction will not require a student to repeat the course. However, a loss of course credit will affect a student's Grade Point Average, and the student may need to pass additional courses to earn the credits necessary for

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graduation.

### **FIELD TRIP #IJOA**

Field trips offered through the Mansfield Public Schools are intended to allow students to have experiences that provide them with insight, information, or knowledge that might not be learned within the classroom, bringing real-world context to the classroom curriculum.

All field trips are considered an extension of the school program, and all rules of conduct and regulations as specified in the Mansfield Public Schools Student Handbooks are in effect throughout any school trip. Any student who violates the rules of conduct may be sent home. In this case, the student's parent/guardian will either pick up the student from the field trip location or be responsible for any expense incurred in sending the student home. Further disciplinary action may be taken in accordance with student conduct policies outlined in the school's Student Handbook.

Field trips are open only to students in the Mansfield Public Schools at the grade level(s) participating in the field trip. A permission slip must be completed, signed by student and parent/guardian, and returned to the sponsoring staff member before a student will be allowed to attend any field trip; such form will include appropriate authorization for emergency medical care and administration of medication. All required proof of medical insurance and other insurance and acknowledgement of expected conduct must be secured at least two weeks prior to the trip.

Attendance on school-sponsored trips that are not part of required class activities is a privilege, which may be withheld; no student may attend such a trip if, in the determination of the principal or his/her designee, the student's behavior has been so inappropriate as to be deemed disruptive to the planned trip.

Students who attend field trips must be given a reasonable and adequate opportunity to complete assignments for other classes.

### **VACATIONING STUDENTS**

The most important aspect of learning is the interchange of thoughts, ideas and facts among teachers, students and peers. In the absence of dialogue, no reading or writing assignment can replace this process. When parents find it necessary to take their child on vacation during the school year, the following policy shall be followed.

With as much prior notice as possible, parents must notify the building principal in writing of the anticipated vacation. Students are responsible for notifying their individual teachers. If possible, teachers will inform the students of the unit(s) of study discussed while the child is away and provide the student with the anticipated homework assignments. Many teachers will

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be unable to provide the homework information, as the pace of the lessons and the needs of the students frequently determine the assignments. Parents should review the schoolwork with their children and assist them with their study.

When the student returns to school, it is the student's responsibility to inquire as to whatever additional assignments need to be completed. The appropriate time to make this inquiry is in an after-school help session. Make up work will be at the discretion of the teacher. The student will have a minimum of one day for each day out to make up the assignments. The Students who are out of school at the end of the marking term may receive an incomplete on their report card. If the missed work is made up in accordance with school guidelines, the grade will be changed and reported on the next report card.

Absences due to vacation are unexcused and subject to the terms of the MHS Attendance Policy and can reduce the student's earned credits for a class.

## **STUDENT BEHAVIOR**

### **DISCIPLINE**

DISCIPLINE (Unless otherwise defined by Massachusetts General Law) #JIC The Mansfield Public Schools act in accordance with the implementation of Chapter 222 of the Acts of 2012 as stated in Massachusetts General Law 71, 37H, 37H ½, 37H ¾.

### **Problem Resolution**

The staff of the Mansfield Public Schools is committed to resolving problems informally whenever possible. Parent/guardians are encouraged to call the teacher(s), school counselor, department chairperson or school administrator(s) to initiate conferences, to receive updates on their child's progress, or to voice a concern. Students are reminded that they may access the school counseling office for assistance to help mediate student-student conflicts.

When there is a concern about an educational or disciplinary problem, the parent/ guardian should first consult the teacher directly involved with the situation, and an attempt should be made to resolve the problem at that level. A conference may be requested, and the student may participate in that conference when appropriate.

When an issue has not been resolved at the level of the teacher, an additional meeting can be arranged between the parent/guardian, the teacher, department chairperson and a school administrator.

### **Goals**

The goal of the discipline policy of the Mansfield Public Schools is to create an orderly and productive environment essential for the effective, efficient, and safe operation of the schools. The intention of this policy is to provide the students with notice of the school standards and

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expectations regarding student behavior and the consequences for violations of the rules and regulations.

All members of the school community have the responsibility to conduct themselves with respect for the rights and property of others in school and during all school-sponsored activities, both on and off school grounds, including those times when riding school buses or other school provided vehicles.

In the Mansfield Public Schools there are three levels of disciplinary offenses. Most disciplinary violations are included within these three levels of offenses, but the school retains the right to identify acts of misconduct as deemed appropriate at the discretion of the principal.

## **DISCIPLINARY OFFENSES**

### **Level I: Minor Offenses**

Level I offenses include pass violations, tardiness, failure to attend assigned detention, use of inappropriate language. Discipline consequences assigned for Level I offenses cannot be appealed to the building principal.

### **Level II: Major Offenses**

Level II offenses include truancy, insubordination, disrespectful behavior, disruptive behavior, harassment, bullying, vulgar and obscene language, vulgar and obscene language directed at a staff member, fighting, smoking, repeated Level I offenses, unauthorized access to another student's locker, failure to report to a class or other assigned area (library, lunch, assembly, nurse's office, school counseling office), or participation in a school-sponsored activity while suspended.

### **Level III: Illegal Acts**

Level III offenses include all acts that are illegal under the laws of the Commonwealth of Massachusetts, including, but not limited to: vandalism, theft, sexual harassment, assault, possession of illegal drugs, use of illegal drugs, distribution of illegal drugs, possession of dangerous weapons or objects, false alarms, threats, or violation of the civil rights of a staff member or another student, or unauthorized use of computer networking systems and/or tampering with computer equipment, resident programs, or files. Student may be subject to Level I and Level II penalties, a suspension of greater than ten (10) days, or expulsion. Upon belief that a student has committed a Level III act, the police may be notified.

## **CONSEQUENCES**

The following consequences may be used either alone or in combination for different offenses

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depending on the severity of the offense.

**TEACHER DETENTION**

A student failing to report to a teacher detention will be reported to an administrator and will be assigned a detention, as deemed appropriate by the administrator. The length of a teacher assigned detention is at the discretion of the teacher. Students assigned to detention are to report to the room designated at the time given and for the number of days assigned. 24-hour notice is to be given. Parents should be made aware of assigned detentions.

**LUNCH DETENTION**

Lunch detentions are assigned by an assistant principal for Level I or II infractions. For any day lunch is being served at school. During a lunch detention, a student is to bring their lunch to the office to be eaten away from the cafeteria. No student serving a lunch detention will be denied the ability to eat lunch. Students buying lunch and students who receive free and reduced lunch will be able to go to the cafeteria to get their lunch. They are served in the main office during the student's assigned lunch period.

**OFFICE DETENTION**

Office detentions are assigned by an assistant principal for Level I or II infractions. Office detentions are held after school from 2:00-2:50pm.

**NIGHT DETENTION**

Evening detentions are assigned by an assistant principal for Level I offenses or for Level II offenses. Evening detentions are held from 5:00 –7:00 p.m. Students are expected to bring school work to complete during the detention.

**SATURDAY DETENTION**

Saturday detentions are assigned by an assistant principal for Level I and II offenses and are held from 8:00 a.m. – 12:00 noon. Students are expected to bring school work to complete during the detention.

**IN-SCHOOL SUSPENSION**

In School Suspension (repeated Level 1s, Level II and Level III offenses may result in an In-School Suspension) An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year, initially. If in school suspension has the potential to go beyond 10 school days, students are afforded the same rights they would receive under long term suspension procedures.

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**EMERGENCY REMOVAL #JIC**

Under section 37H  $\frac{3}{4}$ , nothing shall prevent a principal or designee from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially disrupts the order of the school. The temporary removal shall not exceed three (3) school days, which shall include the day of the emergency removal.

**EXTERNAL SUSPENSION #JIC**

Students assigned an external suspension are not allowed to be present on school grounds at any time during the duration of their external suspension, except to attend scheduled meetings as required to uphold their due process rights. Students assigned an external suspension are not allowed to attend or to participate in any school-sponsored activity. If an externally suspended student is found on school property during the dates of the suspension, the length of the suspension may be extended. If an externally suspended student attends or participates in a school-sponsored activity during the dates of the suspension, the length of the suspension may be extended.

**Safety/Threat Assessment**

Any student suspended externally as a result of a violent act or threat to oneself or others may be referred to a psychologist for a safety and/or threat assessment. If the school administration determines that the offense necessitates a safety and/or threat assessment, the student may not return to school until the psychologist has completed the safety and/or threat assessment and has provided the administration with the results, regardless of the length of the assigned suspension. If the results of the threat and/or safety assessment raise concerns regarding the student's return to school, the student and their parents/guardians shall be required to meet with the administration.

**PROCESS FOR DISCIPLINARY OFFENSES #JIC**

Fourteenth Amendment – Rights of Due Process: In 1975, the United States Supreme Court ruled that public school students facing suspension are protected by the due process clause of the Fourteenth Amendment of the United States Constitution. A student suspended by a disciplinary action is entitled to due process, including the right to receive oral and written notice of the charges against them, an explanation of the evidence supporting the charges, and an opportunity to present their side of the story prior to suspension. A student facing a suspension of greater than ten (10) days is entitled to a formal hearing to express their position relative to the incident that resulted in disciplinary action and to a written explanation of the reasons for any action taken prior to the suspension, in cases where an emergency removal is required under section 37H  $\frac{3}{4}$  students may be removed prior to hearing.

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**Procedures for an In-School Suspension** If the principal or their designee chooses this alternative, the principal or their designee shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the principal or their designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension. The principal or their designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the suspension, if possible, or as soon as possible thereafter. The principal or their designee shall also send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and inviting the parent to the above described meeting, if such meeting has not already occurred.

### **Procedures for Short Term Suspensions #JIC**

A student facing suspension of ten (10) days or less is entitled to oral and written notice of the charge(s), an explanation of the evidence that the school authorities have regarding the charge(s), and an opportunity to present their side of the story. Student has the right to have a parent or guardian present during the hearing, unless the parent is unreachable, after "reasonable efforts".

### **Procedures for Long Term Suspensions and Appeal**

A student facing a suspension of more than ten (10) days, or the possibility of expulsion, will be accorded the following rights:

1. Prior oral and written notice of possible suspension
2. Oral and written notice of the charge(s), offense, potential length of suspension
3. The right to be represented by an attorney or advocate, at the expense of the student
4. Adequate time to prepare for the suspension/expulsion hearing
5. Access to documentary evidence prior to the hearing
6. The opportunity to present witnesses and evidence at the hearing.
7. Access to interpreter services is needed.
8. Opportunity for parent or guardian present during hearing, after a reasonable effort to contact.
9. A prompt written decision normally rendered within three (3) school days of the hearing, which includes specific grounds for the decision.
10. Notification to appeal principal's decision to the Superintendent.

The procedures for appealing administrative action taken for Level III offenses are as follows, except for procedures defined by Massachusetts General Law and referenced elsewhere in the pages of the Common Handbook.

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1. A written request for an appeal hearing must be submitted to the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days.
2. The long-term suspension will remain in effect unless and until the Superintendent decides to reverse the principal's determination on appeal.
3. The Superintendent will conduct an appeal hearing within three (3) school days of the request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days. The Superintendent will render decision upon completion of that hearing, within five (5) calendar days.
4. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

### **Discipline of Students Educated on an IEP**

All students are expected to meet the requirements as set forth in this handbook. Massachusetts General Laws require that additional provisions be made for students who have been found eligible or are currently in the evaluation process, by an Evaluation Team, to have special needs and whose program is or could be described in an Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students.

1. The principal or designee will notify the Special Education Office of the suspension of a special needs student and a record will be kept of such suspensions.
2. In accordance with special education regulations, when it is known that the suspension(s) of a special needs student will accumulate to greater than ten (10) days in a school year, a manifestation hearing will convene to determine whether the student's disciplinary behavior is a manifestation of their handicapping condition. The IEP will be reviewed to determine appropriateness of the student's placement or program.
3. If a special education student commits an offense which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.
4. There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include:
  - a. carrying or possession of a weapon
  - b. knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance
  - c. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The Individuals with Disabilities Education Act (IDEA)- The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the

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conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child was not eligible for special education services or the child’s parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

### **Discipline of Students Educated on a 504 Plan**

School personnel may not suspend a student on a 504 plan for more than ten consecutive days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students.

### **OTHER OFFENSES, SECTION 37H ¾ #JIC**

In accordance with the New Student Discipline Rules Ch. 222 of the Acts of 2012, Ch. 71, Section 37H ¾, disciplinary action, including suspension may be taken for all other serious offenses.

The Law, codified at M.G.L. c.71, 37H ¾ does not apply to cases involving possession of weapons or drugs in school, instances of student assaults on staff members, or cases in which a student has been indicated for a felony or felony delinquency. The process for imposing discipline in those matters is still subject to M.G. L. c. 71, 37H & 37H ½. The new law limits the duration of suspension to not more than 90 school days; this limitation does not apply to suspensions or exclusions under 37H & 37H ½. In all cases the school district must continue to provide educational services to students if they suspended or excluded for more than school 10 days.

### **MASSACHUSETTS LAW CHAPTER 71**

**Controlled Substances, Dangerous Weapons, Assault Upon Staff, Section 37H #JIC** In accordance with the education reform act of 1993, ch. 71, section 37h, a student may be

subject to expulsion according to the following regulations:

a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife: or a controlled substance as defined in Ch. 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

b) Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

c) Any student who is charged with a violation of either paragraph (a) or (b) will be notified in writing of an opportunity for a hearing: provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

d) After said hearing, a Principal may, at their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).

e) Any student who has been expelled from a school district pursuant to these provisions will have the right to appeal to the Superintendent. The expelled student will have ten (10) days from the date of the expulsion in which to notify the Superintendent of the appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal will not be solely limited to a factual determination of whether the student has violated any provisions of this section.

f) When a student is expelled under the provisions of this section, schools and school district within the Commonwealth will be required to admit such student and to provide educational services to said student. If the student does apply for admission to another school or school district, the Superintendent of the school district to which application is made may request and will receive from the Superintendent of the school expelling said student a written statement of the reason for said expulsion. Upon expulsion of said student, schools and school district will be required to provide educational services to such student to be determined by the school Principal.

### **Suspension/Expulsion: Felony Complaint Or Conviction, Section 37H ½ #JIC**

In accordance with the Education Reform Act of 1993, Ch. 71, Section 37H 1/2, the following disciplinary action may be taken upon a felony complaint or conviction:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial

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detrimental effect on the general welfare of the school. The student will receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student will also receive written notification of the right to appeal and the process for appealing such suspension: provided, however, that such suspension will remain in effect prior to any appeal hearing conducted by the Superintendent.

The student will have the right to appeal the suspension to the Superintendent. The student will notify the Superintendent in writing of this request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent will hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student will have the right to present oral and written testimony on their behalf, and will have the right to counsel. The Superintendent will have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent will render a decision on the appeal within five (5) calendar days of the hearing. Such decision will be the final decision of the school district with regard to the suspension.

1. Upon the student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal may expel such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student will receive written notification of the charges and the reasons for such expulsion prior to such expulsion taking effect. The student will also receive written notification of the right to appeal and the process for appealing such expulsion; provided, however, that such expulsion will remain in effect prior to any appeal hearing conducted by the Superintendent.

The student will have the right to appeal the expulsion to the Superintendent. The student will notify the Superintendent in writing of the request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent will hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student will have the right to counsel. The Superintendent will have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent will render a decision on the appeal within five (5) calendar days of the hearing. Such decision will be the final decision of the school district with regard to the expulsion.

Upon expulsion of said student, schools and school district will be required to provide educational services to such students to be determined by the school Principal.

### **Education Services And Academic Progress Under Sections 37H, 37H ½ and 37H ¾ #JIC**

Any student who is serving an in-school suspension, short-term suspension, long-term

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suspension, or expulsion will have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The Principal will inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, will have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The Principal will notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice will be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice will include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

### **SEARCH & SEIZURE #JIH**

The Fourth and Fourteenth Amendments to the United States Constitution guarantees freedom from unreasonable search of one's person and property. Equipment assigned to students, such as lockers and desks, belongs to the Mansfield Public Schools. As such, there is no expectation of privacy in lockers, desks, or any other property belonging to the Mansfield Public Schools, which reserves the right to inspect such property.

The search of students or their property or their vehicles on school property shall comply with the following procedures:

1. There shall be reasonable suspicion for school personnel to believe that a search will disclose evidence of a violation of a school rule or law.
2. When such reasonable suspicion exists, a search may be conducted under the explicit authorization of the principal or their designee.
3. Items that might be used to disrupt or interfere with the educational process, such as weapons or illegal substances, will be removed from the student's possession. Parents will be notified when such a search has been conducted. Body searches are not conducted.
4. School personnel will assist or permit the police to search a student, their possessions, or assigned school equipment, when the police have obtained a search warrant authorizing the search, or consistent with applicable legal requirements.

### **Firearms**

In accordance with the Massachusetts General Laws Chapter 71, Section 10, Chapter 150, the following regulations relative to firearms are enforced in the Mansfield Public Schools.

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Whoever not being a law enforcement officer, and notwithstanding any license obtained by oneself under the provisions of Chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punishable by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Replicas and/or toy firearms are not permitted in school. Violation of this policy will result in disciplinary action as outlined in Level III of the Discipline Policy.

### **USE OF TOBACCO AND TOBACCO FREE PRODUCTS ON SCHOOL PROPERTY #JICG**

The Massachusetts Education Reform Act prohibits smoking in school and on school property. Students are not permitted to smoke or use tobacco products at anytime in the building and on the school grounds or in transportation vehicles used for school-sponsored events and activities. In addition, use of any tobacco product or smoking is banned at all school-sponsored events, even though this use does not take place on school grounds. Because it is illegal for anyone under 18 years of age in Massachusetts to purchase tobacco products, possession of all tobacco products on school grounds is prohibited.

Students who violate this rule will be subject to a Level II consequence. For the purpose of this policy, "smoking" will mean all uses of tobacco or tobacco-free products and devices (including but not limited to chewing tobacco, cigars, cigarettes, and pipes) and the use of electronic, 'vapor,' or other substitute forms of cigarettes and nicotine.

### **AUTOMOBILES & PARKING**

Use of the parking facilities at Mansfield High School is a privilege for students who have registered and paid the parking fee. The student will be assigned a school parking space number which will be indicated on the Parking stickers. Assigned parking spaces are in effect from 7am-2:20pm. Members of the senior class will be allowed a first opportunity to purchase a parking sticker for the year during the first semester. At the beginning of the second semester, any remaining stickers/spots will be sold to any members of the senior or junior classes by way of a lottery of those that have submitted the proper paperwork. No refunds will be given. Should demand exceed supply for student parking, MHS reserves the right to implement a randomized lottery system to award students with parking privileges.

Please refer to the Search and Seizure section in regards to automobiles on school property.

For all registered drivers who have paid the parking fee, in order to maintain this privilege, they must:

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1. Have paid the parking fee in full and registered their vehicle with the main office.
2. STUDENTS MUST PARK IN THEIR ASSIGNED PARKING SPACE. Students not parked in their assigned space may be subject to the progressive discipline of unregistered drivers. Parking spaces will be assigned randomly.
3. Display school-issued parking stickers (Parking stickers are non-transferable).
4. Not park in fire lanes or handicapped spots. Parking in fire lanes or handicapped spots may result in a ticket and fine.
5. Not park in areas reserved for emergency vehicles access (the grass and/or dirt areas that surround school property). Parking in reserved areas may result in a ticket and fine.
6. Not park in areas reserved for staff.
7. Not park in the parking lots at other schools.
8. Parking privileges may be revoked if a student fails to comply with the above rules or drives in a manner deemed reckless on school property

For all registered drivers who violate this parking policy they will receive the following:

- First offense: Night detention
- Second offense: A five-day suspension of parking from the student lot.
- Third offense: A ten-day suspension of parking privileges and a parent conference
- Fourth offense or subsequent: Car will be towed at student's expense. For repeated violations of the policy, students may also be assigned additional disciplinary measures, including the loss of driving/parking privileges.

For all unregistered drivers who violate this parking policy they will receive the following:

- First offense: Saturday detention. Parents notified.
- Second offense: Two Saturday detentions. Parents notified.
- Third offense or subsequent: Car will be towed at student's expense. For repeated violations of the policy, students may also be assigned additional disciplinary measures.

## **BEHAVIOR AT ATHLETIC EVENTS**

When attending an interscholastic athletic event, Mansfield High School students are to exhibit behavior consistent with the expectations stated in this handbook. This applies to all interscholastic events at home or away locations involving Mansfield High School. The emphasis shall be on the positive support of a Mansfield team, not negatively commenting, gesturing, etc. at the officials, opponents(s) or spectators. Any student who does not exhibit appropriate behavior will be asked to leave (without refund). Depending on the type and or number of the incident, the student could be excluded from attending future school events and or receive other school consequences.

## **BEVERAGES & FOOD**

Students are not permitted to bring open beverages into school, including but not limited to

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open containers of juice, soda, coffee, tea and/or any type of "take-out" beverage. Once a container is opened it may not be brought into a hallway, cafeteria, or any other area of instruction. Students may bring only bottled water to class.

- Students should not consume food in the hallways or the classroom.
- Students may not place food orders for delivery during the school day.
- Students may not chew gum in school.
- Students with diagnosed medical conditions warranting beverage availability should bring a note from their Primary Care Physician to the school nurse, who will authorize permission for the student to have access to beverages. Also students who require such accommodations through their IEP or 504 plans are permitted to have access to food and beverages.

The use of food to compliment the school curriculum can provide a valuable learning experience for students and an enhanced academic experience; however, a safe environment needs to be ensured for all students. Due to health concerns over food preparation and contact, approval from the School Principal and Health Services must be obtained at least one month prior to the planned activity.

### **CARE OF SCHOOL PROPERTY #ECAC**

Students may not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil or any other instrument or cause damage to the infrastructure within the indoor or outdoor facilities of the school district. Students may not tamper with the fire alarms, fire extinguishers, or any electrical systems, including the computer network. Anyone who willfully or negligently destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of other students, may face punitive measures as defined by Massachusetts General Law and make restitution for damaged property. Staff members should obtain and report to the administration the names of students who violate the terms of this paragraph.

Each student must promptly return all classroom and library books, athletic clothing, supplies and equipment, cameras, musical instruments, and other school equipment and property entrusted or loaned to them. A student shall be responsible for returning such materials in the same condition in which they were entrusted or loaned to the student and shall bear the cost of repairing or replacing the damaged, lost or stolen materials. Failure to return such materials upon request shall subject the student to disciplinary consequences and the potential loss of privileges. Neither food nor drink should be brought into either the auditorium or the gymnasium.

### **CHEATING & PLAGIARISM**

Cheating is a serious academic offense that impedes learning and diminishes personal growth. It includes but is not limited to cheating on tests, quizzes, homework, or any other assignment regardless of point value. If a teacher determines that a student has cheated, the teacher will

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notify parents and administrators, and the consequences may be as follows:

- 1<sup>st</sup> offense: automatic zero on the assignment or exam
- 2<sup>nd</sup> offense: automatic zero on the assignment or exam and appropriate disciplinary action.
- Any subsequent offenses will result in an automatic zero on the assignment and more severe disciplinary action.

Plagiarism is a serious academic offense. According to Webster's Collegiate Dictionary, 10<sup>th</sup> ed., to plagiarize is "to steal and pass off the ideas or words of another as one's own... to commit literary theft." Plagiarism may include any of the following acts: downloading an entire document from the Internet; cutting and pasting portions of a source from the Internet; copying or paraphrasing from the work of another student; copying or paraphrasing from published sources, such as Cliff's Notes, Spark Notes, books, magazines, newspapers, etc., without proper documentation.

If a teacher determines that a student has intentionally plagiarized, the teacher will notify parents and administrators, and the consequences may be as follows:

- 1<sup>st</sup> offense: the opportunity to redo the assignment for an automatic credit reduction of 25-30%.
- 2<sup>nd</sup> offense: automatic zero on the assignment or exam and appropriate disciplinary action.
- Any subsequent offenses will result in an automatic zero on the assignment and more severe disciplinary action.

## COMPUTERS & INTERNET RESPONSIBLE USE POLICY



### Purpose

The Mansfield Public Schools provides computing resources and Internet access to support the District's educational, instructional, administrative and operational activities. The use of these resources is a privilege that is extended to members of the Mansfield Public Schools community. As a user of these services and facilities, you have access to valuable district resources, to sensitive data, and to internal and external networks. This policy explains the District's expectations for using these resources responsibly, ethically, productively, and legally.



### Consequences

If a user violates this policy, the District will take appropriate action, which may include restriction and loss of network privileges, payments for damages or repairs, and discipline under appropriate District policies up to and including suspension or expulsion, termination of employment, and referral to legal authorities. Users may also be held personally liable under applicable state and federal civil or criminal laws. Employee discipline procedures will be in accordance with the terms of applicable collective bargaining agreements.

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## **Responsible Use – General Principles**

We expect students, staff, and guests to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything that is illegal, dishonest, or unethical. By using Mansfield Public Schools Internet systems and devices, the user agrees to follow all District policies, regulations, and guidelines and state and federal law. Students are expected to and employees are required to report misuse or breach of protocols to appropriate district personnel.

- All computing devices, software, applications, data, and network and internet connectivity furnished to employees are property of the Mansfield Public Schools and are intended for educational or business use that is consistent with the mission of the District.
- We expect users to exercise good judgment in the use of these resources and to have the highest standards of conduct and personal integrity. Users are responsible for knowing and complying with the regulations and policies and laws that apply to the appropriate use of District technology and resources. If you use good judgment and follow high ethical principles, you will make the right decisions. If you are not sure if an action is legal, ethical, or proper, you should discuss the matter openly with your teacher or supervisor.
- All federal, state, and local laws and District policies and behavior guidelines that cover student and employee conduct on school premises and at school-related activities similarly apply to the online environment in those same venues.
- While District computing resources are intended for job- and education-related activities, we permit brief personal use within reasonable limits.
- Any use of the District's computing resources in ways that disrupt the school environment, contributes to creating a harassing workplace, or creates a legal risk to the District is prohibited.
- Using computing resources to create or disseminate content that could be considered discriminatory, obscene, threatening, harassing, libelous, retaliatory, or intimidating to any other person is not allowed and could lead to disciplinary action by the District as well as legal action by those who are the recipient of these actions.
- District computing resources may not be used to post or send items with sexually obscene content or images exhibiting or advocating the illegal use of drugs or alcohol is prohibited.
- District computing resources may not be used to solicit and/or promote others for commercial ventures or personal economic gain, for religious or political causes, for outside organizations, or other non-District matters.
- Users are expected to conserve and fairly share District resources through the proper and considerate use of printers, server space, video or audio streaming, and network bandwidth.

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- All Internet data that is composed, transmitted, or received via our devices and network is considered the property of the Mansfield Public Schools and part of our records and may be subject to disclosure to law enforcement or other third parties.
- Nothing in this policy will be read to limit an individual's constitutional rights to freedom of speech or expression or to restrict an employee's ability to engage in concerted, protected activity with fellow employees regarding the terms and conditions of their employment. Notwithstanding this, when staff members speak through social media on matters concerning their work, they should be aware that they are speaking as employees of the Mansfield Public Schools.

### **Student and Staff Records Privacy**

The District has a legal and moral obligation to protect the personal data of students, families, and staff. Personal information for students/families and staff must be stored and transmitted using approved practices and systems.

The Mansfield Public Schools complies with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA), as well as state law and regulations concerning the security and confidentiality of employee information and to protect against unauthorized access to or use of such information. Employees who use third-party software/applications/cloud-storage services to facilitate student learning must have approval in writing from the building Principal. The Director of Technology or designee will ensure such products are CIPA- and/or FERPA-compliant before approval is given.

### **Social Networking, Electronic Messaging, and Phone Usage**

The Mansfield Public Schools encourages the appropriate use of online communication, including social media, to increase student and staff learning, parent and community engagement, and operational efficiency.

When using online tools, members of the Mansfield Public Schools community when acting as representatives or employees of the Mansfield Public Schools will use appropriate behavior when the communication impacts or is likely to impact the classroom or working environment in the Mansfield Public Schools.

- School staff members should model and actively practice positive digital citizenship and help students use new technologies in a meaningful, safe, and responsible way. Employees utilizing social media with students are expected to educate students about digital citizenship, which includes appropriate and safe online behavior, interacting with individuals on social networking websites, and cyber-bullying awareness.
- Students in grades 3 – 12 are provided with district email accounts and online tools to improve the efficiency and effectiveness of communication, both within the organization and with the broader community. Employee communication should be consistent with professional practices used for all correspondence.

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- School staff members are prohibited from exchanging personal telephone contact information with current students of any age without explicit written permission of the Principal. The Principal may authorize such exchanges in situations where student safety or operational efficiency would be improved by communication by telephone.
- Coaches or club/activity advisors are prohibited from exchanging personal telephone or email contact information with student team or club/activity members without prior approval of the Principal or their designee. All electronic or telephone contact by coaches and club/activity advisors with students will be sent to two or more team members, except for messages that would compromise confidential information, such as medical or academic privacy matters. Messages from coaches and club/activity advisors sent to individual students will be copied to the Principal or their designee.

**System Security**

Users should not share their password or use another person's password, another user account, access a file, or retrieve any stored communication without authorization from the building Principal or Central Office.

Hacking or attempting to access computer systems without authorization, vandalism (including the uploading or creation of computer viruses, worms, or malware), fraud, phishing, spamming, and/or unauthorized tampering with computer systems is prohibited and may result in district disciplinary action as well as legal action.

**Monitoring**

All computer equipment, services, or technology that we furnish are the property of the Mansfield Public Schools, and users should have no expectation of privacy. We reserve the right to monitor local network and Internet traffic, including information sent or received through our online connections or stored on our computer systems for any reason, including but not limited to ensuring quality control and investigate system problems, ensuring student and employee safety and district security, or as may be necessary, ensuring that the District is not subject to claims of misconduct.

The Superintendent or designee will approve access to files on District-owned equipment or information only when there is a valid reason to access those files. Authority to access user files can only come from the Director of Technology in conjunction with requests and/or approvals from the Superintendent or designee. External law enforcement agencies may request access to files through valid subpoenas and other legally binding requests. The District's legal counsel must review all such requests. Information obtained in this manner can be admissible in legal proceedings or in a District discipline hearing.

**User Compliance & District Liability**

You will not be permitted to use school-based technology resources without a signed Responsible Use Policy or guest-user agreement. Signed student and employee RUPs will remain

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on file at each school.

When you use District computing services and accept any District-issued computing accounts, you agree to comply with this policy and all other computing-related policies. You have the responsibility to keep up-to-date on changes in the District computing environment via District electronic and print publication mechanisms, and to adapt to those changes as necessary.

The Mansfield Public Schools and its representatives do not encourage or endorse access to inappropriate materials or undesirable persons. The Mansfield Public Schools makes no warranties of any kind, whether expressed or implied, for the technology-related services it provides and will not be responsible for any damages resulting from delays or service interruptions caused by its own negligence or the user's errors or omissions information obtained via the Internet is at the user's own risk. The Mansfield Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its computer services. District administration will provide written notice annually to staff, students and parents/guardians of the responsible use policy. Such notification will include, but not be limited to, employee handbooks, student/parent handbooks, and the District website.

### **Vandalism**

Vandalism is defined as any malicious attempt to harm, modify, or destroy equipment and/or data of anyone connected to the Mansfield Public Schools LAN or Internet. This includes but is not limited to damaging equipment, purposely damaging files, altering the desktop or system folder of the workstation computer, attempting to bypass district security of same, attempting to discover passwords of other users, attempting to disable accounts of other users, and creating, uploading or transmitting computer viruses or overloading data on the server.

### **Harassment**

Harassment is defined as the persistent annoyance of another user, or the interference of another user's work that has the potential to disrupt the educational process as it applies to the Mansfield Public Schools computer network.

### **System Security**

Security on any computer system is a high priority, especially when the system involves many users. Allowing others to use one's password, attempting to tamper with individual or network applications, or accessing the system as another user will not be tolerated. If a student feels he/she can identify a security problem on the LAN or the Internet, the student must notify a teacher or system administrator immediately. The student is expressly forbidden to demonstrate the problem to any other users.

Users should not copy any software onto school-owned computers. This includes free-ware and share-ware files from the Internet. This is in keeping with copyright laws and protects

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school-owned equipment from viruses. Users should contact a system administrator or their designee for installation of any licensed software so that it can be checked first for system safety, compatibility and setting adjustments.

**Procedures for Student Use**

Students must always get permission from their instructors before using any school computer workstation, using the Internet, printing any materials, or accessing any specific file or application. Students should also follow written and oral class instructions and procedures. This includes but is not limited to providing the required information on the workstation user log.

**Unacceptable Uses**

Unacceptable uses of the Mansfield Public School resources include, but are not limited to the following:

- Visiting chat rooms, using "instant messenger" programs or accessing personal e-mail accounts without express authorization from a staff member.
- Bypassing firewall and using proxy sites to access sites such as: facebook.com
- Use of the network in any way that would disrupt network use by others in the district
- Use of inappropriate activities, including games that utilize network resources.
- Trespassing in another's folders, work, or files
- Harassing, insulting or attacking others
- Violating copyright laws (plagiarism): users must cite references when appropriate
- Using another's password
- Sending or displaying offensive or threatening messages or pictures
- Using the network for commercial purposes or political lobbying
- Participating in any communications that facilitate the illegal sale or use of drugs or alcohol or that facilitate criminal gang activity
- Transmitting any material in violation of any federal or state regulations
- Damaging computers, computer systems, or computer networks
- Intentionally wasting limited resources, including saving unnecessarily large files to the network.

Access to the LAN and the Internet is available only to users who respect the rights of others and who follow the regulations established by the Mansfield Public Schools. Any violation of these regulations is unethical and may constitute a criminal offense

Evidence of an intentional violation will prompt a review and modification of privileges and possible disciplinary and/or legal action.

**Changes to the Guidelines**

The Mansfield Public Schools reserves the right to change these guidelines at any time.

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**Privacy**

Internet and e-mail messages are public communication and are not private. Electronic mail messages and other use of electronic resources by students are the property of the Mansfield Public Schools and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's backup files.

The Mansfield Public Schools reserve the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business. These purposes include, but are not limited to, ensuring proper use of resources and conducting routine network maintenance. Network storage areas may be inspected at any time. Where appropriate, communication including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Information retrieved electronically must be documented in the same manner that other reference materials are cited. Electronic media and computers should not be used for any unlawful purpose.

A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Mansfield Public Schools and could result in criminal prosecution where applicable. The Mansfield Public Schools will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through the Mansfield Public Schools computer network.

**DANCES & EVENTS**

Guest Policy: if guests from outside MHS are permitted to attend a dance, administrators must grant individual approval.

Dress: As indicated by the dance or event sponsors. Students are always expected to dress in an appropriate manner, in keeping with the MHS dress code.

Rules: All regulations pertaining to student conduct while in school are in effect. Alcohol detection devices may be used.

\*No student or guest will be admitted to any dance or event later than 30 minutes after the advertised start, and no student who exits the dance or event will be readmitted. No student or guest is permitted to leave before the advertised end of the dance or event, except in case of emergency. Students who do need to leave early then must get permission from an administrator, who must contact a parent or guardian.

**DRESS**

Students in the Mansfield Public Schools are expected to dress in an appropriate manner

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conducive to a learning environment. Hence, students shall:

1. Students will dress in a manner that is respectful and appropriate for the school community.
2. Students shall dress in a way that meets reasonable standards for health, safety, and cleanliness.
3. Clothing must be worn to appropriately cover the torso, shoulders, and pectoral area; undergarments must not be visible.
4. No head coverings or sunglasses may be worn unless for religious or documented medical reasons.
  - *If a student does not follow these guidelines, their hat may be confiscated by a teacher or other staff member. On the first occasion, the hat may be taken until the end of the school day. On the second occasion, the hat will be confiscated and returned to a parent/guardian who must come to MHS to retrieve the hat. On subsequent occasions, the issue may be referred to an administrator for further consequences.*
5. Shoes must be worn at all times.
6. The same limits on freedom of speech at school also apply to messages and symbols on clothing.

Teachers who believe a student is dressed in a manner that is not inline with the school's expectations should discretely notify an administrator or that student's counselor.

Administration and the counseling staff will partner with students and families to address situations where these expectations are not being met.

## **ALCOHOL, TOBACCO, OR SUBSTANCE POSSESSION OR USE BY STUDENTS**

### **#JICG/JICH, JICH-A, ADB**

The Mansfield School Committee prohibits students' use, possession, distribution, or selling of controlled substances, tobacco products (including but not limited to chewing tobacco, cigars, cigarettes, pipes, electronic, 'vapor', or other substitute forms of cigarettes and nicotine products), alcoholic beverages, or non-prescribed mind altering substances, as well as prescription medication misuse in school, on school grounds, in transportation vehicles used for school-sponsored events, or at any school functions or activities, even though this use does not take place on school grounds. Students found in violation of this policy will be subject to appropriate action by school officials and may be referred to legal authorities. Penalties for violating this policy, as they affect athletic participation as mandated by the Massachusetts Interscholastic Athletic Association (MIAA), may be lengthier than penalties imposed by the school.

The school district will utilize, in accordance with law, a verbal screening tool approved by the

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Department of Elementary and Secondary Education (DESE) to screen students for substance abuse disorders. Trained staff will administer the screening tool on an annual basis to two different grade levels as recommended by DESE and the Department of Public Health.

Parents/guardians will be notified prior to the opening of school each year. Parents/guardians or will have the right to opt out of the screening by written notice prior to or during the screening. Student participation will be voluntary at the time of screening; students may choose not to answer any or all of the screening questions.

All statements made by a student during a screening are confidential and will not be disclosed unless there is risk of harm to the student and others or in accordance with the law. De-identified results will be reported to the Department of Public Health within 90 days of completion of the screening process of eligible grades.

Procedures for implementing this policy are contained in the appropriate student handbooks and will be enforced by the school principal and their designee. School personnel who suspect a student is in possession of or using controlled substances, alcohol, or tobacco products in violation of this policy must immediately notify the school administration.

1. In accordance with state and federal law, the Mansfield Public Schools will provide age and developmentally-appropriate, evidence-based alcohol, drug, and tobacco education and prevention programs.
2. Any student identified as selling or distributing any non-controlled substance, such as, but not limited to, cold medications, caffeine pills, vitamins, or any other over the counter medicines, on school grounds or at a school sponsored function may be subject to suspension or expulsion.
3. Any student found with drug paraphernalia in their possession on school grounds or at a school-sponsored function may be subject to suspension or expulsion.
4. Any student identified as being under the influence of alcohol or any illegal drug while on school property or at a school sponsored function may be placed on a ten day external suspension and will be ineligible to participate in any co-curricular activity for thirty (30) calendar days. For first offenses only, a student suspended under this paragraph may voluntarily agree to attend two substance abuse meetings. If the student attends the first substance abuse meeting during the initial five days of external suspension, the ten-day external suspension shall be commuted to five days external suspension followed by five days internal suspension (QMS) or three Saturday detentions (MHS). Attendance at a second substance abuse meeting shall occur during the five days of internal suspension (QMS) or during the next five school days (MHS). Proof of attendance shall be written summaries of the meetings provided to the assistant principal, and these summaries shall indicate the place and time the meetings convened, and the name of the individual who convened the session.

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5. Any student suspended as a result of an incident defined in paragraph three (3) above may not be readmitted to school until they have had both a physical and a psychological examination. The purpose of these examinations is to document that the student is physically and psychologically able to re-enter school and re-commence their studies. If desired, the school psychologist shall provide the psychological examination free of charge. The physical examination shall be done at the parent's expense. Either or both of these specialists may refer the student to other agencies according to the needs of the student. If the student is unable to obtain clearance, the principal shall take all necessary steps to ensure that treatment has begun.
6. Any student found in possession of alcohol (regardless of quantity) while on school property or at a school sponsored function may be placed on a ten (10) day external suspension, and will be ineligible to participate in any co-curricular activity for thirty (30) calendar days. A student suspended under this paragraph may voluntarily agree to attend two substance abuse meetings. If the student attends the first substance abuse meeting during the initial five days of external suspension, the ten-day external suspension shall be commuted to five days external suspension followed by five days internal suspension (QMS) or three Saturday detentions (MHS). Attendance at a second substance abuse meeting shall occur during the five days of internal suspension (QMS) or during the next five school days (MHS). Proof of attendance shall be written summaries of the meetings provided to the assistant principal, and these summaries shall indicate the place and time the meetings convened, and the name of the individual who convened the session.
7. Any student found in possession of any controlled substance while on school property or at a school-sponsored function is subject to discipline pursuant to the requirements of the Massachusetts General Laws, Chapter 71, Section 37H and will be ineligible to participate in any co-curricular activity for thirty (30) calendar days. All illegal substances will be turned over to the Mansfield Police Department along with the name of the student offenders. The police department will determine whether the offense warrants legal prosecution.
8. Any student identified as selling or distributing alcohol, illegal drugs, and/or controlled substances, such as, but not limited to Valium, Prozac, Percocet, Ritalin, or any other medication prescribed by a physician on school property or at a school sponsored function, may be subject to expulsion from Mansfield Public Schools.

## **CELL PHONES & OTHER ELECTRONIC MEDIA DEVICES #IJNDB**

Student cell phones are not to be used during class time without the prior permission of the classroom teacher. Cell phone use in the hallway is only permitted during passing periods. This in class permission should be sought for each specific occasion on which the student wishes to use their device.

If a student does not follow these guidelines, teachers or other staff members will ask the student to hand them the phone. If the student does not give the teacher the phone, an

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administrator will be called. The first violation of the cell phone policy will result in the phone being held in the main office until the end of the school day. On the second occasion, the device will be held in the main office and returned to a parent/guardian who must come to MHS to retrieve the device. On subsequent occasions, the issue may be referred to an administrator for further consequences.

Students will be permitted to use cell phones in the hallways and in the cafeteria during lunch. Students still must report to the main office to make phone calls. Headphones/Airpods are permitted in the hallways during passing time. Headphones/Airpods are not permitted in the classroom without the express permission from the classroom teacher. The expectation is that students will follow the MPS Responsible Use Policy at all times, as well as the Electronic Video and Still Image Devices Policy #IJNDB.

### **CHROMEBOOK CLASSROOM EXPECTATIONS**

Students are expected to bring their school issued device charged and ready for use everyday; including the mouse and power cord if applicable. Use of Chromebook remains at the discretion of the classroom teacher. For further information consult the Mansfield Public School Responsible Use Policy.

A student is not responsible for maintaining and servicing the school-issued Chromebook. A student will contact the Technology Department for technical or service questions regarding all aspects of the school-issued Chromebook.

### **ELECTRONIC VIDEO & STILL-IMAGE DEVICES #IJNDB**

The unauthorized use of electronic video devices (handheld video camcorders, video cellular phones, and other electronic video or electronic still image devices) is prohibited at all times in the Mansfield Public Schools. If an unauthorized student uses an electronic video or still-image device, the equipment may be confiscated, secured in the main office, and returned to their parent. Any unauthorized capture or distribution of electronic video or still images may result in a suspension and/or possible prosecution by the Mansfield Police Department.

The Mansfield Public Schools recognize and support student efforts to capture images that serve as nostalgic reminders of their high school years. Yearbook and Scoop staffs hold the formal responsibility for this creative endeavor, but students often want a more personal record. If students wish to use electronic video or still-image devices while on school property, they must request permission from the building administrator.

### **FINANCIAL OBLIGATION**

Students occasionally incur financial obligations as a result of circumstance or willful misbehavior. Lost books, lost locks, misplaced and or damaged athletic clothing, supplies and equipment, or punitive assessments as the result of vandalism or negligence can result in such

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financial obligations.

### **HAZING #JICFA-E**

In accordance with Massachusetts General Laws, Ch. 269, Sec. 17, hazing is not permitted. It is a crime to participate in or to organize hazing, or for a person at the scene of such a crime to fail to report the incident. Any student involvement in an act of hazing may face a suspension of up to ten days, as well as referral by the Superintendent of Schools to the School Committee with all legal requirements prescribed, including possible expulsion from school.

In accordance with Massachusetts General Laws, Ch. 269, Sec.17, whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

In accordance with Section Eighteen (18), whoever knows that another person is a victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

In accordance with Section Nineteen (19), each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen, provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams and organizations.

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Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such report.

Under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of the school district to which application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reason for said expulsion.

### **LOCKER POLICY #JIHA**

As a condition of usage of a school locker, students are advised that the school administration reserves the right to inspect a student's locker if necessary to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations. As such, there should be no expectation of privacy in any locker, desk, or other property belonging to the Mansfield Public Schools. Please see Search and Seizure section for further information.

Every student shall be issued a school-assigned locker and a school-assigned lock on the first day of school. Students are not permitted to access any locker other than their school-issued locker, and cannot replace the school issued lock with their own lock. It is expected that a student will keep their locker locked.

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## School Bus Rules & Regulations #JICC & EEAE

The Mansfield Public Schools determines student eligibility and provides bus transportation to eligible students. The school day begins when the student boards the bus and ends when the student gets off the bus. During this entire period the students are under the jurisdiction of the school administration.

Whenever seats are declared available on a regular (not special education) school bus, and when the route timing will not be adversely affected, the school department may make said seats available to non-eligible students in grades K-6 residing less than two miles from school and to all students in Grades 7 through 12 on a PAY-N-RIDE basis.

- In accordance with Massachusetts Law, Ch. 71, Section 68, as most recently amended, only students in Grades K through 6 residing two or more miles from their assigned school are eligible for free transportation services.
- Students may have to walk up to a half mile to their bus stop.
- Students who are bus riders must have written permission signed by the principal before they will be allowed any short-term change in their assigned bus. A short-term change will be done on an emergency basis only, such as for illness or a mechanical car problem.
- Students are normally assigned to bus transportation to and from their home address. Parents/guardians may request transportation for a child to and/or from an address other than home. A child may be picked up at a different location than they are dropped off at, as long as the location is the same five days per week. For example, a student may be picked up at home every morning and dropped off at a daycare location every afternoon. To make this request, a parent/guardian must complete a Bus Change Form in the school office. Requests are granted on a space-available basis through the Central Office, and must be completed yearly. Applications are available in the school office. A list of streets that are less than 2.0 miles is posted in all the Mansfield Public Schools, at the Mansfield Public Library and at the Mansfield Town Hall.
- Late Bus transportation may be provided in addition to the regular bus runs. Late Bus services are intended to encourage students to extend the scholastic requirements of the regular school day as well as to participate in after school athletic and student activities. Students must either be eligible for regular bus transportation or have paid a Late Bus service fee to ride the Late Bus.
- The 2019-2020 Pay -N-Ride fees are as follows:

First Student	\$225 per year
Second Student	\$200 per year
Third Student	\$150 per year

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Maximum per Family	\$575 for the year
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\*Please check with the Central Office for information regarding late fees and discounts.

- Parents/guardians must provide transportation when a student stays for after school programs, extra help, discipline, etc. If a late bus is not available, one-day notice will be given so that the parent/guardian can make arrangements for transportation.

Remember that it is a privilege to ride the school bus. If a student is not well behaved and courteous, or if they endanger the health or safety of other pupils, this privilege may be revoked. The bus driver has complete authority over students during the time it is their responsibility to deliver them safely to and from school. All school rules apply when students ride the buses. Misconduct of any kind on buses may result in suspension and/or exclusion from the bus.

Any students disregarding the regulations shall be reported by the bus driver to the school principal, who shall take the necessary action to see that such a disregard does not occur again. Such action may mean that the violator forfeits their privilege to ride the bus for a period of time in accordance with the school policy.

These rules of behavior must be obeyed:

- Students should be at their assigned stops in advance of the posted time for the bus arrival.
- Students are to remain well back from the roadway while awaiting the arrival of the bus. The bus will start loading only at the direction of the driver.
- Students waiting for buses shall not go on private property or cause any damage to such property as this might lead to a civil action by the owner of that property against the student or students.
- There will be no standing on the bus. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until their destination is reached and the bus is stopped.
- Students shall cooperate with and be courteous to the driver and fellow students.
- There shall be no littering or defacing of the buses or the property of other students.
- No disturbing the driver by any means. There shall be no eating, drinking, shouting, vulgar language, roughhousing, or throwing things on the bus.
- Students shall keep their hands, arms, and heads inside the bus.
- All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
- The emergency door is to be used for EMERGENCY ONLY! Students must not touch safety equipment on the bus.

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- Students shall be picked up and unloaded only at their regularly scheduled stops.

Special Education students shall be transported on special education vehicles or regular school buses in accordance with the specifications of their Individualized Educational Program and in conformance with applicable state requirements.

## **SEXUAL HARASSMENT/TEEN DATING VIOLENCE/BULLYING/HARASSMENT (Unless otherwise defined by Massachusetts General Law) #ACAB & JICFB**

### **Sexual Harassment**

According to Title IX of the Educational Amendments of 1972, sexual harassment is a form of discrimination and is illegal. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature, which creates an intimidating, hostile, or offensive educational environment.

All persons associated with the Mansfield Public Schools including, but necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Mansfield School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

**Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with individual's

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work or educational performance or creating an intimidating, hostile, offensive working or educational environment.

**The Grievance Officer: (Michael Connolly, 2 Park Row, 508-261-7503)**

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

**Complaint Procedure:**

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain their response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
  - d. On the basis of the grievance officer's perception of the situation they may:
    - Attempt to resolve the matter informally through reconciliation.
    - Report the incident and transfer the record to the Superintendent or their designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.



## **BULLYING PREVENTION AND INTERVENTION #JICFB, JICFB-R**

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The Mansfield Public Schools is committed to providing a safe haven that fosters a culture of respect free from harassment, intimidation, bullying, cyber bullying, and retaliation to support the diverse human needs of all our students, employees, volunteers, visitors, and patrons. This commitment is an integral part of our comprehensive efforts to promote learning in a safe environment, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in district school buildings, on school grounds, or in school-related activities. This prohibition applies to all MPS employees, volunteers, independent contractors, students, and parents/guardians, including conduct between/among all parties. All reports and complaints of bullying, cyber bullying, and retaliation will be investigated promptly and action taken to end that behavior and restore the target's sense of safety. This commitment will be supported in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Administrators and supervisors are expected to make clear to students and staff that any bullying behaviors, as defined below, will not be tolerated in school buildings, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored events or activities.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district;

Through the use of technology or an electronic device owned, leased, or used by the Mansfield Public Schools

Bullying and cyber bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Mansfield school district if the act or acts in question create a hostile environment at school for the target; infringe on the rights of the target at school; and/or materially and substantially disrupt the education process or the orderly operation of a school.

### **I. Definitions**

To effectively support a comprehensive and collaborative approach to school safety, it is essential for school personnel, students, parents/guardians, law enforcement agencies and

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other interested parties to use common language. The following definitions, several of which are copied directly from M.G.L. c. 71, § 37O, are provided to help facilitate this:

Aggressor is a student or a member of a school staff who engages in bullying, cyber bullying, or retaliation.

Bullying is the repeated use by one or more students or by a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to oneself or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying is defined as bullying through the use of technology or any electronic communication, which will include, but will not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber bullying will also include the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber bullying will also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. 37O(a)

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Positive Behavior Intervention and Supports (PBIS) is a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. PBIS emphasizes four integrated elements:

- (a) data for decision making,
- (b) measurable outcomes supported and evaluated by data,

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- (c) practices with evidence that these outcomes are achievable, and
- (d) systems that efficiently and effectively support implementation of these practices.

Response to Intervention (RTI) integrates assessment and intervention within a multilevel prevention system to maximize student achievement and to reduce behavior problems. With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

**For the purpose of this policy and accompanying plan, whenever the term bullying is used, it is to denote either bullying or cyber bullying.**

## **II. Prevention and Intervention Plan**

The Superintendent will oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, and parents/guardians, consistent with the requirements of this policy, as well as state and federal laws.

The Superintendent or designee will review and update the Bullying Prevention and Intervention Plan by December 31 each year.

Each Principal will implement and oversee the Bullying Prevention and Intervention Plan within their school.

## **III. Reporting**

### Responsibility of Students

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Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, should report incidents to a member of the school staff. The target will, however, not be subject to discipline for failing to report bullying.

Each school will have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action will be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying may be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

#### Responsibility of School Staff

School staff will take all reasonable measures to prevent bullying. Any employee that witness, hear of, or have reasonable grounds to believe that bullying behaviors are taking place, is obligated to report such behaviors to the principal or their designee. Additionally, any employee who observes an incident of bullying on school property or at a school-related event on or off school property must immediately notify the principal or their designee.

This report should be made verbally as soon as possible but no later than the end of the student's school day. Staff members are required to report all acts or incidents of bullying.

### **IV. Investigation Procedures**

The Principal or their designee, upon receipt of a viable report, will promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying to discuss the actions being taken to prevent further acts of bullying. The Principal or designee will promptly investigate the report of bullying, using a Bullying/Cyber Bullying Report Form. The investigation may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Student support staff will assess an alleged target's needs for protection and create and implement a safety plan that will restore a sense of safety for that student. Confidentiality will be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. If the Principal or designee determines that bullying has occurred, they will take appropriate disciplinary action.

Furthermore, school staff also must report all crimes to the police. Staff should notify the Principal, who will notify the Superintendent and the School Resource Officer. The SRO will

coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will be completed within fourteen school days from the date of the report unless there are extenuating circumstances that prevent access to the students who are involved. The parents or guardians will be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or will be taken. At a minimum the Principal or their designee will contact the parents or guardians as to the status of the investigation on a weekly basis.

#### Retaliation

The Mansfield Public Schools prohibits retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

#### Confidentiality

Confidentiality will be maintained to the extent consistent with the school's obligations under law.

### **V. Disciplinary Action**

The Mansfield Public Schools is committed to creating a campus environment that promotes timely and fair adjudication of bullying incidents. Principals will establish guidelines to protect the rights and privacy of the targeted student as well as the due process rights of the alleged aggressor. If it is determined that inappropriate conduct has been committed by a student, the Mansfield Public Schools will take such action as it deems appropriate under the circumstances and that is consistent with the school's Student Code of Conduct. Such action may range from counseling and/or discipline up to and including suspension or expulsion from school. All employees, including supervisors and managers, who engage in bullying are subject to immediate disciplinary action, including possible termination of employment.

The District will provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to both the targeted student and aggressors as necessary.

The Principal or designee will document and maintain a file on any incident of bullying that is reported per this policy. The Principal will provide a monthly report to the Superintendent.

### **VI. Prevention: Training and Education**

#### Staff Training

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The Mansfield Public Schools will provide annual training in preventing, identifying, responding to, and reporting incidents of bullying for school employees and volunteers who have significant contact with students and will provide annual training for faculty and staff at each school on the Bullying Prevention and Intervention plan as it pertains to their respective school.

### Student Education

On-going, age-appropriate, evidence-based instruction on bullying prevention will be incorporated into the curriculum for all K-12 students.

### **Student – to – Student Harassment**

Harassment of students by other students will not be tolerated in the Mansfield Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, gender identity, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal, written, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affect the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as describe above may include, but is not limited to:

- Verbal, physical or written (which includes texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who

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found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

## **BUILDING & GROUNDS, SCHOOL SAFETY**

### **CANINE SEARCH**

In cooperation with the Mansfield Public Schools, the Mansfield Police Department may conduct canine searches of the high school and student parking lots with prior approval from the Superintendent of Schools.

### **FIRE DRILLS # EBCB**

Fire drill - For safety precaution, it is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students and the students are expected to stay with the teacher in order that attendance may be taken.

### **LOCKDOWN DRILLS #EB**

Lockdown – When an announcement has been made that the building is in a lockdown, the teacher will give instructions to the students. Any student not in a classroom should immediately go to the nearest classroom. All students are expected to remain quiet and follow all teacher directives, until an announcement has been made that the situation has been resolved. Disregard any fire alarms, only during a lockdown.

### **LOST & FOUND**

Students who find lost articles are asked to take them to the main office, where the owner can claim them. At the end of each semester any unclaimed items may be distributed to local charities.

### **SCHOOL CANCELLATION ANNOUNCEMENTS #EBC**

School delays or cancellations are announced via email and/or phone call through the School Messenger system, as well as, broadcasted between 6:00 and 8:00 a.m. on television Channel 4 WBZ, Channel 5 WCVB, Channel 6 ABCTV, Channel 7 WHDH, Channel 10 WJAR, and Channel 12 WPRI, and listed on the district website. Announcements are also made on those television channels when school is closing early due to weather or other special circumstances. Parents and students are asked not to call the school about "no school" announcements.

### **SCHOOL RESOURCE OFFICERS**

It is the intention of the Mansfield Police Department and the Mansfield School District to maintain collaborative efforts to provide a safe and healthy school environment for students,

staff, faculty and visitors. To this end the Mansfield Police Department agrees to provide two school resource officers (SROs) for the district schools. The school resource officers shall remain the employee of the Mansfield Police Department and will remain responsive to the command of the Mansfield Police Department. The SROs' goals and objectives are as follows:

- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency.
- Maintain a safe and secure environment on school campuses which will be conducive to learning
- Promote positive attitudes regarding the police role in society.

Mansfield High School's School Resource Officers for the 2019-2020 school year are:

Detective Ken Wright 508-261-7540 Ext. 33155 (school)

Detective Derek McCune 508-261-7530 x 23114

Tel: 508-261-7540 Ext. 33155 (school)

Tel: 508-261-7300 Ext. 61225 (Mansfield Police Department)

Email: [kenneth.wright@mansfieldschools.com](mailto:kenneth.wright@mansfieldschools.com) [derek.mccune@mansfieldschools.com](mailto:derek.mccune@mansfieldschools.com)

## **PREVENTION OF PHYSICAL RESTRAINT OF A STUDENT**

The Mansfield Public Schools complies with the Massachusetts Department of Elementary and Secondary Education's (DESE) regulations 603 CMR.46.00 to the extent required by law, in order to protect students of the district from the use of unreasonable physical restraint at the school and at school-sponsored events and activities, whether or not on school property. The Mansfield Public Schools prohibits the use of mechanical restraint, medical restraint, and seclusion restraint.

School personnel will not use physical restraint only as an emergency procedure of last resort and only after other less-intrusive alternatives have failed or been determined inappropriate, with these goals in mind:

1. To administer a physical restraint when needed to protect a student and or/ member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

School personnel will not use physical restraint when it is medically contraindicated, as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

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**SECURITY CAMERAS #ECA**

The Mansfield School Committee supports the use of security cameras throughout the District for the purpose of enhancing school safety and security, as part of the District's overall security plan. The Committee's goal is to foster measures that improve the safety and security of the teaching and learning environment for students and staff, to maintain order and discipline on school property and on school vehicles, to ensure public safety for students, staff, and visitors to our schools, and to help safeguard District facilities, grounds, and property.

The District's security camera system will be in operation and may be monitored by school personnel throughout the year. Security cameras may be used both inside and outside of school buildings and on school buses to record students, staff, and property.

Security cameras are installed in public areas only; these areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entries.

Security cameras may not be used in an area where there is a "reasonable expectation of privacy." No security cameras shall be placed in restrooms, changing rooms, private offices, classrooms, counselor's offices, staff lunch rooms, staff work rooms, nurse's offices, and locker rooms.

Please refer to School Security Cameras policy on line for further details.

**TELEPHONES**

Phones: If a student needs to use a phone, one is located in the main office. Students may use the phone during their lunch period providing they have permission from the staff member on duty in the cafeteria.

Classroom/Office Phones: The telephones within the classrooms and offices are reserved for the use of authorized persons only. Students are not permitted to use these school phones except in emergency conditions.

**STUDENT RESOURCES & SERVICES****SCHOOL COUNSELING**

The philosophy of the school counseling staff, including Adjustment Counselors and School Psychologists, is to provide an open and inviting atmosphere to all students, faculty, parents, and guardians within the Mansfield community. The school counseling office maintains a web site at [www.mansfieldschools.com](http://www.mansfieldschools.com), where students and parents can find a wealth of pertinent information and resources.

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The focus of the school counseling staff is to assist all students in acquiring the competencies and skills necessary to achieve the Academic and Social and Civic expectations as stated in the Mansfield High School mission statement. School counseling services have been designed to ensure that all students from grade nine (9) through twelve (12) are introduced to knowledge, attitudes, and skills needed for effective educational planning, career exploration, and personal and social development. All freshmen will be assigned a grade 9 counselor whose focus is to assist all ninth graders in their transition to high school. Grades 10-12 will be assigned to a counselor whose purpose is to assist these students as they transition through high school and beyond.

The school counseling office sponsors a number of informational sessions which are held during the evening hours throughout the school year.

- Senior Parents/Curriculum Night
- Freshman Parents/Curriculum Night
- Financial Aid Workshop
- Opportunities at MHS Night
- Middle to High School Transition Night
- Parent College Planning Night
- Junior Parent Coffee Hours

The school counseling office provides seniors an opportunity to meet with college representatives during the school day through our College Visitation Program. Mansfield is also part of a consortium of high schools that sponsors a local college fair every year. Upperclassmen will also have an opportunity to access the Naviance Program, which is a web-based system that will assist in career and college planning and management.

## HEALTH AND WELLNESS

### HEALTH SERVICES #JLC, JLCD & ADFR

The mission of Mansfield Public Schools Health Service is to promote an optimal level of wellness by advocating for students and removing barriers that impede health and learning. Our vision is for every student to be healthy, safe and ready to learn.

The role of the school nurse is to provide first aid, illness assessment and case management for student with special health care needs. The school nurse does not diagnose or prescribe treatment. Based on the nurse's assessment, you may be contacted and advised to follow up with your private physician. **Student may not text/call parents for dismissal.** All health related dismissals must occur through the health office. Nurse dismissals are not considered excused absences. Students may not leave the building due to illness without authorization. If the school nurse is not available, student are to report to the Main office for assistance.

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**The following Health Services are provided in the Mansfield Public Schools:**

Student Health Records - A health record is maintained for each student; the record includes the student's medical history, immunizations, screening results and physical examinations that are required in grades Pre-K, K, 4,7,10 and each year for high school sports eligibility

Individual Health Care Plans (IHCP)- IHCPs may be created for students with special health care needs; plan may include skilled nursing care and case management for student with special health care needs

Screenings - Students will be screened for height, weight, vision, hearing, postural development: Massachusetts State regulations require Health Services in public schools to perform screening for all students. Students in grade 9 will participate in postural screening and students in grade 10 will participate in hearing and vision screenings. Abnormal results will be provided to parents. Height and weight will be measured in grade 10. Students in grade 10 will participate in a verbal screening tool used for substance abuse disorders. Results are confidential unless there is risk of harm to the student and others or in accordance with the law. Parents and legal guardians shall be provided with an opportunity to request, in writing, that their student not participate in the program. Students may opt out of any or all of the substance use tool at the time of screening.

Direct Nursing Care - Care will be provided to students, including First Aid, Illness Assessment, Communicable Disease Control, and Health Care Referrals

Medication Administration - **#JLCD, JLCD-R** The Mansfield Public Schools policy for the administration of medication is available in each health office and on district website under School Committee Policy Index. The following are the main points of this policy. When students require medication administration during the school day the following conditions must be met:

Medication will be stored and provided to students during school hours at the discretions of the student's physicians. The medication must be registered with the school nurse with the written permission of a parent/guardian and a physician's order. All medications, including prescription and over the counter, must be provided by the parent/guardian in the original container with the prescription or the manufacturer's label. Parent/guardian signature will be required at time of drop off to confirm the number of pills delivered. No student is allowed to carry medication at school without parent permission and the approval of the school nurse, who may require a physician's approval.

**Life-Threatening Allergies**

The Mansfield Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life-threatening allergies (LTAs) among school populations, the Mansfield Public Schools works in cooperation with parents, students, and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management is prevention, education, awareness, communication, and

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emergency response. The Mansfield Public Schools sets age-appropriate plans/guidelines for students and schools within the Mansfield system that minimize the risk for students with life-threatening allergies to be exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines include:

- building-based general medical emergency plans,
- emergency anaphylaxis action plans
- life-threatening allergy emergency plans,
- individual healthcare plans for all students diagnosed with LTA,
- appropriate training of staff,
- availability on site of medical equipment for quick response to life-threatening allergic reactions,
- and such other guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening allergens.

Specific building-based guidelines/actions take into account the health needs and well-being of all students without discrimination or isolation of any student. No student will be excluded from school activities based solely on their allergies. In order to assist students with LTAs to assume more individual responsibility for maintaining their safety as they grow, these guidelines will shift as students advance through the primary grades and through secondary school.

When necessary, the Mansfield Public Schools provide a latex-restricted environment. Non-latex (vinyl) gloves are used in food preparation and in the health offices. Latex balloons and other products containing latex are also restricted. Strong scents/fragrances are limited in classroom settings. Parents/guardians should consult with classroom teachers before sending any arts/crafts/supplies that may contain latex in with a student.

### **Student Immunization Requirements:**

In order to be registered for school, students must present documentation of state required immunizations. The [Immunization Requirements for School Entry](#) resource outlines the required vaccines by child care/preschool, grades K-6, and grades 7-12,

All students must have documentation of a risk assessment for tuberculosis (TB) completed by a primary care physician.

### **Teaching about Drugs, Alcohol and Tobacco #IHAMA**

In accordance with state and federal law, the Mansfield Public Schools will provide age and developmentally-appropriate, evidence-based alcohol, drug, and tobacco education and prevention programs in grades K-12.

The alcohol, tobacco, and drug prevention program will address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age

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children. The program also will include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, economic, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

### **Guidelines for Contacting the School Nurse**

If a student is experiencing any of the following, parents/guardians are to contact the school nurse.

- Newly diagnosed with a chronic health problem, e.g., seizures, diabetes, asthma, severe allergies
- Newly diagnosed head injury/concussion
- Daily medication for an extended period of time
- Documentation of immunization or boosters
- Communicable disease
- Health problem that may affect school performance, e.g., vision or hearing, attention deficit disorder
- Health problem that may affect school attendance
- Treatment for any problem that may impair safety or mobility during the school day or restrict gym or recess, e.g., broken bones, orthopedic problem, on crutches, mononucleosis, recent surgery, upcoming surgery, concussions, or any head injury
- Family experiencing a problem and needing support, assistance, or a referral for help, e.g., death in the family, change in marital status, parenting issues, substance abuse, mental health problems

Sharing the above information will allow the school nurse to better safeguard the health of each student, especially in times of emergency. In addition to the above guidelines, parents/guardians are encouraged to contact the school nurse with any questions or problems.

### **Head Injury Management Policy #JJIF, JJIF-R**

Head injuries and concussions can have serious consequences for students, but proper management can help to maximize recovery and minimize academic impact.

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Please notify the school nurse as soon as possible following any head injury. The school nurse will work with you, your student, physician, and school staff including Athletic Trainer and coaches if applicable to ensure that appropriate accommodations are in place. Suspected concussions that occur during school activities are reported to families for referral to a provider.

Based on state regulations regarding concussion, please note the following: \*\*All students must be cleared by their primary care provider to return to physical activity and full academic workload once they have improved. There are no exceptions to this. The nurses can provide you with a form letter to bring to your doctor for completion or you may obtain a written document from your doctor stating your student is fully cleared from concussion restrictions and may fully participate in academics and athletics including physical education.

\*In addition: All students that are athletes (during any season) must be cleared as above before returning to play. This process requires communication with the Athletic Trainer, documentation from your physician, passing the ImPact test and a graduated return to play. We recommend your student meet with the Athletic Trainer at their earliest convenience to discuss a specific plan. Please refer to Head Injury Management and Protocols available on district website under School Committee Policy Index.

### **District Health and Wellness Advisory Council**

MPS will support the district-wide Wellness policy and implementation plan by maintaining a standing Health and Wellness Advisory Council (HWAC). The Council will meet a minimum of four times during the school year. The HWAC is charged with making recommendations concerning school wellness policies and programs. The HWAC will also identify additional goals and objectives around:

- Nutrition standards for USDA school meals and for competitive foods;
- Health and Physical Education including assessment of education curricula and material pertaining to wellness consistent with state goals and standards;
- Student access to health services and mental health support;
- Other school-based initiatives as they relate to student and staff wellness.

The HWAC will establish a process to utilize self-assessment tools to evaluate progress in reaching the policy goals and objectives. Specific annual goals and objectives must be observable and/or measurable.

### **School Exclusion Guidelines**

For the protection of your student as well as the school community, students should be kept home from school or will be dismissed from school under the following circumstances:

- The student has a communicable disease. Students who are prescribed antibiotics for

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strep throat infection or impetigo (for example) must complete 24 hours of treatment before returning to school. For all other communicable diseases, the student may return to school based on Massachusetts Department of Public Health Guidelines. Surveillance and monitoring of communicable disease outbreaks is done in collaboration with the Mansfield Board of Health and the Massachusetts Department of Public Health.

- The student has a temperature of over 100 degrees. The student may return after he/she is fever free for 24 hours without the use of fever reducers.
- The student has an eye infection that may need to be evaluated by a physician. Students may return the day after any indicated treatment has begun for bacterial conjunctivitis, unless the student is at a developmental level that prevents them from maintaining proper hygiene.
- The student has persistent coughing or trouble breathing. He/she may need to be evaluated for asthma, or a serious respiratory infection.
- The student has an undiagnosed rash. Rashes may need to be evaluated by a physician to rule out communicable disease.
- The student has head lice or nits. The student may return to school after the first treatment and all nits are removed.
- The student has head lice or nits. The student may return to School after the first treatment.
- The student has diarrhea within 24 hours. Diarrhea is defined as multiple loose watery stools unrelated to food, medication or a diagnosed chronic condition. The student may return when he/she has been symptom free for 24 hours.
- The student has been vomiting within the past 24 hours not associated with a diagnosed condition or medication side effect. The student may return when he/she has been symptom free for 24 hours.
- The student has an illness that prevents oneself from participating comfortably in activities as determined by the staff.
- The illness results in a greater need for care than the staff determine they can provide without compromising their ability to care for other students.

It is the responsibility of the parent to provide health information to school bus drivers. If your student has a Life Threatening medical condition that their bus driver should be aware of; please use the form available on the school website entitled "Emergency Medical Information for Bus Drivers". Return completed forms by mail to: Michael J. Connolly Bus Co., 241 Francis Avenue, Mansfield, MA 02048 or fax to Connolly at 508-261-7517. Due to confidentiality laws, we do not share health information with the bus company. It is also advisable that you notify the Fire Department so that they are aware in the event of an emergency at your home. There is a link for the Fire Department on the MPS website as well.

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## CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and the students appreciate the cooperation of everyone in:

1. Depositing all lunch litter in wastebaskets
2. Placing disposable lunch trays and utensils in the wastebaskets
3. Leaving the table and the floor clean for others

Throwing food or any other object in the cafeteria, or stealing food is prohibited and offenders will receive disciplinary action from an administrator. Inappropriate and disruptive behavior may result in exclusion from the cafeteria and/or Level II discipline. Students are not permitted to leave school during lunchtime. Neither food nor drink may be taken from the cafeteria.

Students in all schools are issued four digit pin numbers that are used to purchase food in the cafeteria. Parents may deposit money into their child's account by sending in a check, cash or online with a credit card.

Free and reduced lunch forms are available in all schools and may be submitted at any time during the school year.

MHS	\$3.00
MHS Premium Deli Lunch	\$3.25
High School Milk	\$ .70
<b>Breakfast is available in the cafeteria before school at MHS for \$2.25</b>	

## MEAL CHARGES

The Mansfield Public School District expects each school to notify students and parents of the district student meal charge policy annually. The information contained below is a summary of some of the major points in the policy. For a link to the full version of the district meal charge policy and other information related to Food Services please use the following link -

[http://www.mansfieldschools.com/departments/food\\_services](http://www.mansfieldschools.com/departments/food_services)

The goal of the Mansfield Food Services is to provide students access to nutritious meals each school day. However, unpaid meal charges place a large financial burden on our district. The intent of the district meal charge policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full price meal benefits do not have enough money to pay for school meals and to communicate the process for the collection of unpaid meal charges and delinquent account debt.

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The Mansfield School District Unpaid Meal Charge Policy states:

- All students will be able to purchase breakfast and lunch daily.
- Students who have not qualified for a free meal and who do not have enough money to pay for their meal will have a charge added to their meal account for the meal they were provided. Students will not be allowed to charge a la carte items.
- All communication regarding unpaid meal debt will be directed at parents/guardians. When a student's meal account balance reaches a negative \$5 or more, the Director of Food Services will contact the household to inform them of the amount, how to apply for free or reduced price meals, and offer to answer questions and provide assistance.
- When a student reaches the negative account limit, they will be offered a designated menu lunch alternative in a manner that does not cause embarrassment or stigma in the cafeteria. The designated meal alternative will contain all of the components for a complete meal, including milk, fruit, vegetables, whole grain, and meat/meat alternative. Students in K-2 will be exempted from receiving an alternative meal.
- For meal debt that has remained in the negative balance for a prolonged time period, the school principal will contact the parent/guardian to investigate the situation more closely.
- Hand stamps, stickers, or any other means of overt identification of children with unpaid meal debt in the cafeteria or the classroom are prohibited.
- Free and reduced meal application forms are available at each school or online on the District website under [Food Services](#). Families may apply for free and reduced meal assistance at any time during the school year.
- All families are encouraged to prepay for school meals to avoid unpaid meal charges (payment can be made by cash or check at the cafeteria register or online at [MySchoolBucks.com](#)). Low-balance email reminders and account tracking are available on [MySchoolBucks.com](#) free of charge. A parent/guardian may call the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items or to set a dollar cap. Any remaining funds for an individual student at the end of the school year will be carried over to the next school year.

### **Block On Accounts**

A parent may call the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items or set dollar cap.

### **Refunds and Unclaimed Funds**

- a. Withdrawn or graduating students may request a refund by writing or emailing Dawn Langtry, Food Service Director, 250 East Street, Mansfield, MA 02048, [dawn.langtry@mansfieldschools.com](mailto:dawn.langtry@mansfieldschools.com) for a refund of any money remaining in their account.
- b. Students who are graduating at the end of the year will be given the option to transfer remaining funds to a sibling's account with a written request.
- c. All refunds must be requested within 180 days of the student leaving the district. Any unclaimed funds after 180 days will become the property of the Mansfield Public

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## Schools Food Service Program.

### **Preventing Meal Charges**

Low-balance email reminders and account tracking is available on MySchoolBucks.com and is free of charge to help ensure households are aware of the potential to accrue meal debt. The Food Services Department will call or email households on a bi-weekly basis or as needed to inform parents/guardians of a negative balance owed by the student.

Students may be discreetly reminded at the time of purchase if they need to bring in money for meal purchases. When a student is close to the allowable limit for meal charges, they will be told if payment is not received, they may only be offered an alternative meal.

Food Services will notify the building administration and the parent/guardian before a student is offered an alternative meal. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child if applicable.

### **Applying for Free and Reduced Price Meals**

Free and Reduced Price Meal Applications may be submitted at any time during the school year. The determination of free or reduced price meals based on the application is valid for the entire school year. A new application can be completed if your financial situation changes during the school year.

Applications and directions are available as part of the opening day packet from your child's school. The applications and directions are also posted on the Mansfield Public School website under the Food Service tab. If you need assistance with completing an application, please contact Dawn Langtry, Food Service Director, 508-261-7400 x33124 or dawn.langtry@mansfieldschools.com.

Parents/guardians are expected to submit the Free and Reduced Lunch Application as soon as possible each school year or as their financial situation changes, unless they have received a letter of Direct Certification from the Food Service Department. Direct Certification determinations (electronic match process) through the Massachusetts Department of Health and Human Services will be made at a minimum of three times per year and when a student transfers into the district.

### **Unpaid Charges, Delinquent Debt, and Bad Debt**

All communication regarding unpaid meal debt will be directed at parents/guardians.

Unpaid meal charges are considered "delinquent debt" and are identified as a financial obligation of the parents/guardians. Mansfield Food Services is required by federal regulation to continue to collect meal charges defined as delinquent

Student meal account balances may be checked at any time by logging into [www.myschoolbucks.com](http://www.myschoolbucks.com) or by emailing the Food Services Director. Payment for negative

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account balances may be made online at anytime via the MySchoolBucks.com account portal. Students may bring cash or check payments (payable to Mansfield Food Services) to the cashier in their school cafeteria. Payment also may be made by check and mailing it or dropping it off at the Food Service Director's Office, Mansfield High School, 250 East Street, Mansfield, MA 02048.

Checks Returned for Non-Sufficient Funds (NSF) will result in a penalty fee (currently \$25). When a check is returned to the Town Treasurer's Office for "NSF," a letter will be mailed by the Food Services Director to inform the parent/guardian. Payment along with any applicable fees must be received within ten (10) business days of the date of the letter. When the NSF notice is received, the Food Services Director will deduct the check amount from the student's account. All accounts must be paid by the end of the school year or at the time a student withdraws from the district. Any balance owed to the Food Service program will be carried over into subsequent years in an attempt to collect the debt. Repayment plans may be developed on an individual basis in order to clear the balance owed. The consequences of non-payment will be determined on a case-by-case basis by the building principal.

### **HOMEROOMS #JLIA**

Homerooms will meet at designated times throughout the academic year. All students will be held accountable for their attendance during all homeroom periods. Homeroom periods will provide an opportunity for administration, class officers, advisors and teachers to share information related to academics, and social events within the school.

### **PHYSICAL EDUCATION #IHAE**

Daily Physical Education excuses due to notes from parents will be issued by the School Nurse before school (7:10-7:30). Excuses for more than two consecutive days must be from a doctor. Students returning to Physical Education after being excused by a doctor's note must report to the Nurse to obtain permission for re-admittance to class. All missed Physical Education classes must be made up arrangements to be made with the Physical Education teacher.

### **LIBRARY MEDIA CENTER & INFORMATION SERVICES**

The Mansfield High School library exists to support students and teachers in their learning and teaching, to create lifelong learners by encouraging critical thinking, curiosity and exploration, and to foster a love of reading in all formats.

This mission is accomplished by:

- Providing intellectual and physical access to information resources in all formats;
- Providing instruction to foster independence in finding and using information and ideas;
- Collaborating with other educators to develop their own and students' information skills in preparation for college and career pursuits;
- Creating a welcoming and inclusive atmosphere that supports academic inquiry

### **Student Access**

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Students may come to the library before and after school, as well as during their lunch period, to seek assistance, research, study, or read. During lunch periods, students are asked to sign in with the librarian and have an academic purpose for their visit.

**Hours****Monday through Thursday**

7:00AM to 3:00 PM

**Friday**

7:00AM to 2:00 PM

**Instructional Resources***College and Career:*

The library has an extensive collection of SAT and AP Preparation books, College Guides, How-to guides for the college essay and scholarship applications, and books on a variety of careers. All of these materials are available for students to check out.

*Independent Reading*

Many studies confirm the correlation between increased reading and school achievement, as well as higher SAT verbal scores. (*Scholastic: Classroom Libraries Work, 2010*) Toward that end the MHS library is dedicated to developing a collection that appeals to a wide variety of interests and reading levels, and working with students to develop interest in online news and periodical reading. Students are also encouraged to make suggestions for purchase.

*Curriculum Related Nonfiction*

According to the Library of Congress, only 10% of the world's information is available online. Students who plan to attend college will benefit from understanding the depth of information available in print sources to supplement factual data obtained from the Internet. The MHS library has an excellent and up to date collection available for student use.

*Technology Access and Use*

21st century learning requires access to the Internet, and computers for research, personal exploration, word processing and creating presentations. The library has 36 desktop computers, 30 wireless chromebooks, two printers, two copy machines and a document scanner for student use. There is no charge for printing in black and white or for making copies when documents are course related.

Students must sign out chromebooks and plug them in when they are done so they remain charged for the next user. Although personal device access to the Internet is not yet available, students may use personal computers in the library for word processing.

The district computers and network are provided as educational tools for students, staff and the community. Class and course work related use of this equipment takes priority and all

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non-educational use, including exploring web resources of personal interest is dependent on availability of computers, network capacity and library staff approval. Games are not allowed on school computers.

### **Circulation Policy**

All library materials are available for checkout. Although students are encouraged to return materials as soon as they are finished using them, notices will be sent to those students who need a reminder during homeroom periods. At the end of the year, lost books will result in a replacement cost:

- Hardcover \$25
- Paperback \$10
- DVD \$15

### **Behavioral Guidelines**

The library is a community learning space and must serve multiple purposes. All students are expected to conduct themselves with consideration and thoughtfulness for the rights of others and will be treated with dignity and respect by library staff. Students who consistently demonstrate disregard for the library community may have their library privileges revoked for a period of time.

In accordance with school policy, food and uncovered drinks are only allowed in the cafeteria.

## **STUDENT ACTIVITIES & ATHLETICS**

### **CLASS ELECTIONS**

The election of Class Officers, and the Student Council, will be held in May/June for the incoming Senior, Junior, and Sophomore classes. Student Advisory Committee elections will be held by June. If not already completed, the Freshmen Class Officers, and the Student Council Representatives will be elected within three weeks of the opening of school.

### **ELIGIBILITY FOR STUDENT ACTIVITIES**

(Not Including Athletics. See Athletic Section for Athletic Eligibility) #JJA

Eligibility for all extra-curricular activities is governed by the same rules as athletics, although the Principal may make exceptions based upon extenuating circumstances. This is in contrast with athletic activities, which are governed by MIAA regulations that fall outside the authority of the principal.

Attendance: A student absent on the day of a school activity will be ineligible to participate in extracurricular activities on that day. Final eligibility ruling for a student to participate will be determined by the administration. Saturday participation will be determined by Friday's attendance. At least three hours constitutes attendance for participation.

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Academics: During the previous marking period the student must have passed and received full credit in at least four of their seven scheduled courses. Academic eligibility of all students shall be considered official and determined on the date report cards are issued for the marking period. Officers of classes and clubs who become ineligible will be given a one-term probationary period to improve their grades. During that term (when the officer is ineligible) the student retains the office but may not execute the duties of the office.

### **NEGOTIATIONS/CONTRACTS WITH VENDORS (STUDENTS) #JP**

The Principal must first approve negotiations or contracts for extra-curricular activities, contests, concerts, or other events.

### **STUDENT PUBLICATIONS**

All student publications are expected to comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

No student publications may be distributed, posted, or otherwise disseminated unless first approved by the building principal.

### **STUDENT SUPERVISION & AFTER SCHOOL ACTIVITIES #JLIA**

Students are dismissed from school at 1:49 p.m. Students are prohibited from being in the school after 1:49 p.m. unless they are part of a staff supervised activity. Teachers are available on Monday through Thursday from 1:55 to 2:20 p.m. for academic support and make-up work. Students seeking academic support are assisted and supervised by their respective classroom teachers. Late busses will be available Monday through Thursday at 3:00 p.m. The cafeteria is supervised from 1:55 until 2:50 p.m. Any student waiting for an activity to begin or a ride home shall report to the cafeteria (or other area specified by the school administration). Students who complete their academic support prior to 2:50 are to report to and remain in the cafeteria (or other area specified by the school administration), which designated personnel shall supervise. If an activity is scheduled to begin later than 2:50 p.m., the participating student must depart school property at 1:49 p.m. and return at the scheduled time.

Students may be involved in extracurricular activities, such as clubs or athletics. Each student's respective advisor or coach shall supervise those students involved in the extracurricular activity or sport. Students are not permitted to access the locker room or the weight room without the supervision of the respective coach or other school-designated individual.

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## **STUDENT ACTIVITIES #JJ**

### **Anime**

The Anime Club cultivates an appreciation of the art of Japanese animation known as Anime. The club also explores aspects of Asian culture through presentations, games, and language lessons, and through food tasting and various other activities. The club meets weekly and all students are invited to stop in. Enrollment is always open.

### **Best Buddies**

Best Buddies is designed to build one-to-one friendships between people with and without intellectual and developmental disabilities (IDD), offering social mentoring while improving the quality of life and level of inclusion for our students. Through their participation, students form meaningful connections with their peers, gain self-confidence and self-esteem, and share interests, experiences and activities.

### **Class Officers**

Class Officers are four individually elected students who serve as President, Vice-President, Secretary, and Treasurer of their respective class for a one-year term. Funds realized from these events are used for the Junior-Senior Prom, graduation and other class activities. Meetings: Monthly or more frequently, if needed.

### **Color Guard**

The Color Guard is an extension of the marching program, which is a year round activity and can be taken for credit. Emphasis is placed on marching, choreography, and equipment carriage techniques. Meetings: Mandatory Wednesday night and Saturday rehearsals during school year, football games and parades.

### **Dance Club**

Group choreography for school performances will be taught. Dancers will be selected by audition. Previous dance experience is required. Performance at sports rallies, drama department functions, spring MHS musical, and town events required.

### **Drama/Chorus Club**

The Drama Club presents various musical and non-musical theatrical productions throughout the academic year. After school Chorus meets at least once a week from Sept.-Feb. (more often as performances dictate). Students are eligible to participate in chorus performances. Rehearsals are generally held in the afternoons on a schedule to be determined by the director(s). However, during Technical/Dress Rehearsal/Performance weeks, afternoon and evening rehearsals may be held on a daily basis.

### **French/Spanish/ Tri M/Art Honor Societies**

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Students are selected to these Foreign Language Honor Societies based on the following criteria: a 90 or above average in the target language for two consecutive years prior to selection and an 80 or above cumulative average in all subjects through at least the second year of high school study. To continue membership, students must maintain an 80 average or above in the target language and be actively engaged in the study of the language. In addition, students who are inducted as juniors must participate in the induction ceremony in their senior year.

The Tri-M is the international honor society recognizing secondary music students for their musical ability, academic excellence, school involvement, and community service. To be eligible for membership students must be in a performing arts ensemble, maintain an “A” average in their performing arts course and maintain a minimum “C” average in all other classes.

The criteria for membership in the National Art Honor Society emphasize outstanding artistic scholarship and service to the school and community through development of artistic endeavors together with a strong moral character. By exemplifying these standards, the individual student members of the society promote an awareness of art and become active participants in the education process at their school and their community. Students must complete 8 hours of documented community service and maintain a “B” average in all their classes.

### **French Club**

The French Club or the “Cercle Francais” is a society open to students who are/have been enrolled in French at MHS. Our goal is to offer students hands-on access to French culture as well as to other culturally enriching experiences that student can encounter through French. We do this by way of gatherings and field trips to historical museums, art museums, film festivals, and to other cultural locations/events.

### **Gay-Straight Alliance**

The Gay-Straight Alliance is a student-based group founded on the principles of tolerance and equity. The group works toward creating a safe and positive environment in which students can feel comfortable regardless of their differences. New members are welcome.

### **History Club**

The purpose of MHS History Club is to bring students together who share a love of history and provide an environment in which that passion for Social Studies can be explored by such activities as discussions, debates, historical movies, mock trials, or through other history related ventures.

### **Interscholastic Athletics**

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All students have the opportunity to tryout and participate in the interscholastic athletics program. Reference the athletic program section of this handbook for more information.

**Jazz Band**

The Jazz Band is a small ensemble of band members who are selected to perform various styles of jazz. Students who pursue this activity must be members in good standing in the day Band Program. Meetings will be in the afternoon and/or evening, determined by the conductor.

**Math Team**

The Math Team is a group of students who share an interest in mathematics and enjoy the challenges provided by math competitions against area schools. Math Team students represent MHS in two leagues competing in both home and away contests throughout the school year. Competitions are held monthly, with practices on a weekly basis.

**Mediation**

Mediation is a chance for students to sit across from the person with whom they have a conflict and talk, uninterrupted, and be heard. A student mediator is trained to conduct the mediation meeting and help students reach an agreement.

**Mock Trial**

Mock Trial involves weekly meetings for highly motivated student with an interest in the law. Students in Mock Trial work from November through January to prepare for three separate competitions against other schools in the league.

**Model Senate**

The Hockomock Model Senate is an annual two-day mock United States Senate sponsored by the Social Studies Departments of the Hockomock League. Student delegates selected from United States History classes prepare and present bills of national significance.

**National Honor Society**

Students may become candidates for the National Honor Society in their Junior and Senior year. In order to become eligible for NHS, candidates shall have a minimum, weighted by class type, cumulative grade point average of 3.75. If the student has the required average, he or she must then complete a Student Activity Information form, including letters of recommendation, which is reviewed by the NHS Faculty Council. It is important to note that the grade average is merely a prerequisite. The student must also demonstrate qualities of service, such as school or community volunteer work; show leadership, both in and out of the classroom; and exhibit a sense of character. The council will then determine if the candidate would be a suitable member for the society based on these qualifications. Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not

selected for membership in the Society. Students not selected for membership in the National Honor Society are not entitled to any kind of a formal hearing or other kind of due process. Members of the NHS Faculty Council shall not be questioned on the evaluation of individual students. Students and their parents, however, are invited to meet with the Principal to discuss, in general, the criteria for selection into the society. Once inducted as a member, the candidates shall have a minimum, weighted by class type, cumulative grade point average of 3.75, participate in school and community service projects conducted by the society, and continue to be a positive role model to others.

### **Newspaper**

The school newspaper is an on-line paper and news articles are posted on a continual basis. Any student, regardless of grade, may join the staff. This activity offers experience in writing and photography. The advisor appoints an editor-in-chief who in turn selects their assistant editors. Meetings are held on a monthly basis.

### **Percussion Ensemble**

Percussion Ensemble is a small ensemble of band members who wish to work and compete with all percussion instruments. Students who pursue this activity must be members in good standing in the day Band Program. Meetings: two week nights during winter and spring, 6:00 – 9:00 PM, and mandatory Saturday rehearsals.

### **Robotics Club**

The Robotic team focuses its activity around the FIRST national competition, held between January and April each year. The team meets actively from late September through May, developing skills and fundraising. Participants in the club develop skills in programming, CAD, mechanical and electrical engineering, and web site development. Students work cooperatively with volunteer professional from the community, experiencing firsthand the unique features of completing a competitive engineering challenge.

### **S.A.D.D. (Students Against Destructive Decisions)**

SADD is a club where students who are interested in promoting student safety and prevention of destructive decisions can meet. Student will be provided with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky and impaired driving and other destructive decisions.

### **Science Club**

The Science Club consists of two separate groups that meet throughout the year after school. One group, the Rocket Club, meets to research, design and launch rocket prototypes. It is an excellent opportunity for engineering enthusiast. The second group is called the Wildlife Club and it meets regularly to discuss current environmental issues threatening Earth's wildlife.

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Students advocate, fundraise and donate to various wildlife organizations.

### **Spanish Club**

The Spanish Club consists of students who are interested in Spanish and in learning about the culture of Spanish-speaking countries. Students organize and participate in cultural activities throughout the school year.

### **Student Advisory Committee**

The MHS student body elects five students annually to form the Student Advisory Committee. Advised by the Principal, the SAC chairperson or designee represents the student body at School Committee meetings as an ex-officio non-voting member of the School Committee. In addition, the SAC is always available to the faculty for student input.

### **Student Council**

The Mansfield High School Student Council exists to promote civic responsibility, leadership, scholarship and human relations. Student Council serves two distinct functions, a legislative role and a service role.

The legislative purpose of the Student Council is for the individual council members to represent the interests of the student body. Members review and respond to feedback from the student body and, if necessary, act as liaison when student issues need to be discussed with school administration. Student feedback is welcome and is discussed at formal Student Council meetings.

Providing service to the students, the school and the community is the primary purpose of the Student Council. The Student Council is at the heart of many high school and community activities, sponsoring a wide variety of services and activities throughout the year to promote citizenship, scholarship, leadership, human relations and cultural values. The council also represents the student body at many special school functions. The Student Council welcomes any and every student who wishes to assist in either a legislative or service capacity to join our group.

### **Student Services Corps (SSC)**

The SSC exists to provide ALL students at MHS with easy access to meaningful service projects across the region. Events are run at least once a month and meetings held once a week. Members may join at any time.

### **Stylus/Writers' Forum**

The Stylus is a collection of poems and stories written, plus original artwork produced by Mansfield High School students. All students are invited to submit their works. Enrollment in the editorial staff is always open.

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**Violence Prevention Peer Leadership**

All MHS students may apply to be a peer leader. The group will be trained on issues relating to violence prevention. Students are encouraged to join to expand their communication and social skills. Activities will include preparing presentations to elementary/middle school students as well as planning various events designed to promote peace in our schools and in our community. The group meets weekly, and is a great opportunity to meet new people.

**World Travel Club**

The World Travel Club is for all eligible rising juniors and rising seniors who wish to experience the sights, sounds, and culture of the World. The tour club travels between the junior's upcoming senior year.

**Yearbook**

The Yearbook is created by the Graphic Design/Yearbook class and is a full year course. Students in this course create the yearbook and the spring supplement. This class is ideal for students interested in possibly pursuing careers in publishing, graphic design, journalism, photography and/or business.

**ATHLETIC PROGRAM #JJIB**

250 East Street Phone: 508-261-7540 Ext. 33112 or 33113  
Mansfield, MA 02048 Fax: 508-339-0259

As a member of the Massachusetts Interscholastic Athletic Association (MIAA), Mansfield High School competes in the Hockomock League, offering a comprehensive interscholastic athletics program of 55 teams competing in 19 sports. Boys: 13 varsity, 10 junior varsity and 4 freshmen teams. Girls: 14 varsity, 9 junior varsity and 5 freshmen teams.

Students are encouraged to participate in the program. All participants must meet eligibility requirements and must make a commitment to abide by the Athletics Department standards.

All students have the opportunity to try out for the following teams:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cheerleading	Basketball	Baseball
Cross Country	Cheerleading	Softball
Field Hockey	Gymnastics	Lacrosse
Football	Ice Hockey	Tennis
Golf	Indoor Track	Track & Field
Soccer	Swimming	
Volleyball	Wrestling	

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**Chain of Communication**

Everyone is asked to use the following line of communication:

- Coach
- Athletic Director
- Principal
- Superintendent

**Booster Club**

The Mansfield High School All-Sports Booster Club is a support group for all athletic teams. It is expected that all athletes take part in the major fund raising events. All individual team fundraising must be done through the Booster Club. All team requests must be made through the Athletic Director.

**Gridiron Club**

The Gridiron Club is a support group primarily for the football team and the cheerleaders. The club helps to offset the expenses associated with the in-season camp. Also, the Gridiron Club takes an active role in the development of spirit surrounding the tradition of football within the community.

**Ice Hornet Booster Club**

The Ice Hornet Booster Club is a support group for the ice hockey team. The club helps to offset the extra expenses of the ice hockey program.

**Awards**

Awards are presented at the end of every season. Students are eligible for awards if they complete the season as a team member in good standing. A student may lose their good standing membership if they commit an infraction that leads to a suspension from the team. This suspension could result from academic ineligibility or from a violation of school or athletic rules. A student who does not finish the season in good standing will not receive any awards or credit for the season. Such student may attend the end of the season celebration at their own expense but will not be recognized.

- **CERTIFICATES:** Certificates are awarded to all students who complete the season in good standing.
- **LETTERS:** The criteria for earning a varsity letter vary from sport to sport. At the beginning of each season, the students will receive, in writing, the criteria for that sport.
- **SENIOR PLAQUES:** A senior athlete who has played three years of one sport or a combination of six seasons of any sport will be awarded a Senior Plaque at the Annual Athletic Awards Night.

**Rules and Regulations for All Student-Athletes**

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*Physical Examination*

All students must pass a physical examination prior to participation in high school athletics. A physical exam covers the student for 13 months from the exam date. A student's eligibility will terminate once a physical has reached the 13 month limit. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner.

*Parental Permission*

All students must have written parental permission to participate in any sport.

*Eligibility*

Eligibility rules for athletics are set by the MIAA. Any questions you have regarding these rules should be addressed to the athletic director. In order to participate, you must meet all of the following:

- During the previous marking period the student must have passed and received full credit in at least four of their seven scheduled courses. If a student has an attendance appeal and/or incomplete grades in process they may continue to participate (in practices only) until the attendance appeal and/or incomplete grades are completed.
- For the Fall 2019 season: To be eligible for the fall season, a student is required to have passed and received full credit for the previous academic year's final grade for second semester courses, in four of their seven scheduled courses. If a student did not receive full credit in four out of seven courses the student must complete an attendance appeal one week after report cards are issued.
- A student must be less than 19 years of age prior to September 1<sup>st</sup> of the current school year.
- A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering grade 9.
- For freshmen competition, you must be under 16 but may compete for the remainder of the season if your 16<sup>th</sup> birthday occurs on or after September 1<sup>st</sup>.
- Once a student has lost eligibility during a season he or she may not become eligible during that same season.
- Academic eligibility of all students shall be considered as official and determined on the date report cards are issued for the marking period.
- Transfer students must see the Athletic Director regarding eligibility.
- A student athlete must be a current high school student (See MIAA rule 61) and have not received their diploma.

*Athletic Registration*

To participate in athletics students must complete the following before they can participate;

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- Complete online registration form found on the athletic web page at [www.mhs-athletics.com](http://www.mhs-athletics.com)
- All students must pass a physical examination prior to participation in High School Athletics. A physical exam covers the student for 13 months from the exam date. A student's eligibility will terminate once a physical has reached the 13 month limit. Physical examinations must be performed by a duly registered Licensed Physician, Physician's Assistant or Nurse Practitioner.
- All athletic user fees must be paid before an athlete can participate. All checks will be cashed once the official team roster is set. If an athlete is cut the check will be returned to the athlete. If a student requires a fee waiver the free and reduce letter from food services will serve as the eligibility requirement to obtain a fee waiver. The letter must be submitted during the time of registration to be eligible.

Registration due dates;

Fall: August 1, 2019

Winter: November 11, 2019

Spring: March 1, 2020

#### *Student Athlete Conduct*

It is expected that all student-athletes at Mansfield High School conduct themselves in a manner that reflects pride, respect and a high level of citizenship. Unacceptable conduct will not be tolerated. Examples of this behavior are theft, vandalism, disrespect, unsportsmanlike conduct, fighting, bullying, immorality, violation of the law, and discrimination. These acts will tarnish the reputation of everyone associated with the team, school and community. The Coaches, Athletic Director, and Principal will determine the penalty for this offense. The penalty will range from partial to total exclusion from the athletic program.

#### *M.I.A.A. Chemical Health Rule*

From the first allowable day of fall practice to the end of the academic year, whichever is longer, a student shall not, regardless of the quantity, use, consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA" or "near beer." 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 their doctor. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or other reasons unrelated to this rule violation, the penalty will not take effect until that student is otherwise able to participate again.

Any student shall be considered to be in violation of this policy if they, regardless of the quantity, use, consume, possess, buy/sell or give away any of the prohibited substances, as listed above, as clearly documented and confirmed in a police report.

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**The Minimum Penalties Are:**

- **First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated, i.e., all fractional parts of an event will be dropped when calculating the 25% of the season. The student must complete the season in good standing in which the penalty for the violation has been served.
- **Second and Subsequent Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season in which the violation occurs. All decimal parts of an event will be truncated, i.e., all fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or a treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of the events of that season. The director or a counselor of a chemical dependency treatment center must issue certification of the student's attendance in such program. Any fractional part of the events of the season shall be dropped when calculating the 40% of the season.
- **Penalties shall be cumulative each academic year.** If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

**MIAA Bona Fide Team Member Rule**

A bona fide member of the school team is a student who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out-of-school team.

- **Penalties:** For the first offense, any student who violates this rule shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. This penalty is effective from the date of their last participation in a high school sport. The second offense will result in the loss of 25% of all interscholastic events in the season and the student will become ineligible for the MIAA tournament in that sport for that season.

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**Team Selection**

Mansfield High School Athletics makes every effort to include as many students as possible. However, there are some sports where team membership is limited. If a student is cut from a sport they are encouraged to join another sport during the same season. Once team selections have been finalized a student may not quit a team and join another team during the same season.

**Insurance**

The Mansfield Public School System provides insurance coverage for those participating in high school interscholastic athletics. This policy covers the expenses incurred for each injury or accident that are not covered by any family plan. The Mansfield Athletic Department makes every effort to provide a safe environment at all practices and games. However, because of the nature of athletics, injuries may occur.

**School Attendance**

To participate in a practice or game, a student must be in school a minimum of 3 hours. Extenuating circumstances must be presented to the Principal by the parent, in writing, prior to the practice or game, in order for the student to participate. The Principal will respond immediately to the request.

**Suspensions - (Out-of-school)**

Any student suspended from school may not practice, play or be with the team on the day(s) in which they are serving the suspension. Any student-athlete who is suspended from school, will not be allowed to play in the next scheduled competition. Students who serve a Saturday detention will not be suspended from a game or practice.

**Equipment Responsibilities**

Students are responsible for returning all school issued equipment and uniforms immediately after the season ends. Students are financially responsible for any missing equipment. They will not receive their end of season awards or new season equipment until this responsibility has been met.

**Season Limits**

Mansfield High School adheres to the season limits as set by the MIAA. Fall practice may begin for all teams as early as the second Thursday preceding Labor Day. Football must precede their initial contact practice day with an additional three days of single non-contact sessions. The first day of practice for the winter season may begin on the Monday after Thanksgiving. The first day of practice for the spring season may begin on the third Monday in March. Each season will end upon completion of the schedule or tournament play.

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\*\*\*No team may practice or compete under the supervision of an athletic staff member between seasons as defined above. The Mansfield School Committee does not sponsor any student activity or preparation prior to these dates and school department personnel will not be authorized to participate in such activities.

### **Attendance at Practice**

All athletes are expected to attend every practice and game. An excused absence from any practice will not result in penalization. Any absence without prior approval from the coach will be deemed an unexcused absence. The penalty for an unexcused absence is as follows:

First Offense and Second Offense - The student may be suspended from the next contest. He or She must attend the game with the team.

Third Offense - The student may be dismissed from the team.

### **Weekend Practice**

Teams may practice only once (Saturday or Sunday) during a weekend.

### **Vacation Policy**

Vacations during the season are discouraged. Students who plan vacations during a sport season must understand that their playing time will suffer due to their absence from practices and games.

A student absent from a practice or a game due to a vacation with their family must:

- Notify the head coach prior to the season, with a note from their parent(s).
- Be willing to assume the consequences regarding their status as a starter, 2nd string, etc.

A student absent from a practice or a game due to a vacation apart from their family must:

- Notify the head coach prior to the vacation, with a note from their parent(s).
- Practice one day for each practice and contest missed prior to returning to competition.
- Be willing to assume the consequences regarding their status as a starter, 2nd string, etc.

### **Transportation**

Transportation is provided to all athletic contests. Students are expected to ride with their teams. If an unusual circumstance occurs and a parent must transport their child, they must notify the athletic director in advance with a written note.

### **Fundraising**

Team members are encouraged to participate in all team fundraising activities. The money collected must be turned in to the coach by the set deadline.

- The purpose of this rule is to insure that everyone on the team does their fair share in fundraising efforts. The money collected is used for end of season banquets, special awards etc. All team members benefit from fundraising activities

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- District policy does not encourage gifts to staff and donations to a coach's gifts and/or senior gifts are optional and voluntary and are not to exceed \$50.. Please refer to Ethics Gift-Giving section.

### **Captains' Code**

Being a Captain is the highest honor an athlete can receive. Teammates have chosen this individual as a Captain because they look to them for leadership. Therefore, there is a great responsibility that goes along with being a Captain. The position may not always be fun but it will always be gratifying.

A Captain must be a leader and role model on and off the field/court. A Captain represents the team, coach, school and community. A captain must take pride in the program by setting an example as a team motivator and being the hardest worker. Captains must help build and maintain team morale and school spirit.

A Captain begins their tenure as soon as the head coach makes the election results public.

A student may lose their position as Captain at any time for the following reasons:

- Violation of the Chemical Health Rule
- Truancy
- Level II or III disciplinary offenses
- Not living up to the standards of the Captains Code
- or for other reasons deemed suitable by the Principal or Athletic Director.

### **Selection of Captains**

Selection of captains will be determined by means of an election. The following criteria will be observed:

#### *Eligibility:*

1. All potential seniors, who as juniors were members in good standing at the end of the season and were not disciplined at any time during their junior year for the following offenses:

- Violation of the Chemical Health Rule Truancy
- Level II or III disciplinary actions
- Not living up to the standards of the captains code
- or for other reasons deemed suitable by the principal or athletic director

If a junior violates one of the stated offences, they can earn the privilege of being on the ballot to be elected captain if they complete one of the following:

- MIAA leadership course, to be paid for by student athlete
- Minimum of 10 hours of Community Service, approved by the Athletic Director with

signed documentation from the organization.

2. When the number of captains for the sport cannot be satisfied due to the lack of potential seniors, it is at the discretion of the coach to open the election to all team members.

#### *Number Of Captains:*

The number of captains for any interscholastic sport shall be determined by the head coach. The coach can consult the Principal or Athletic Director for guidance when setting the number of team captains for a season.

#### *Voting Members:*

1. All team members in good standing at the end of the season shall be eligible to vote for captains.
2. The coaching staff.

## **COMPLIANCE INFORMATION**

### **RIGHTS OF STUDENTS AND PARENTS REGARDING STUDENT RECORDS/FERPA**

Mansfield Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Mansfield Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Mansfield Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their child out of participation of the specific activity or survey. Mansfield Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **NONDISCRIMINATION #AC & JIE**

The Mansfield Public Schools prohibits discrimination based on race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy or pregnancy related conditions, age, genetic information, ancestry, military status, or disability, or any other category protected by applicable State or Federal law. Nondiscrimination policies and procedures are in accordance with Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Massachusetts General Laws, Chapter 622, Chapter 76 and Chapter 151B.

1. No student shall be excluded from participation in, denied the benefit of, or subjected to discrimination in any academic, extracurricular, research, vocation or other school -sponsored activity because of race, color, gender, religion, national origin, ethnicity, disability or sexual orientation.
2. No student shall be excluded from any school program or school -sponsored activity because of pregnancy except when required by health considerations, or because of marital or parental status, except when the educational process would be disrupted.
3. Hate crimes are a form of discrimination. A hate crime is a crime in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice against an individual's or group's actual or perceived race, color, national origin, ethnicity, religion, sexual orientation, disability, or gender.

## **Discrimination Complaint Procedures**

If a student feels that he or she has been discriminated against on the basis of race, color, sex, religion, national origin, ethnicity, disability, or sexual orientation, he or she shall provide a written complaint to the principal or assistant principal of their school, or to the Superintendent of Schools. If a staff member witnesses an incident of discrimination, the staff member shall report the incident in writing to the school administration. The school administration shall conduct a prompt investigation into the discrimination complaint, and seek the resources of the Mansfield Police when necessary. If the investigation yields evidence to support the complaint, the perpetrator of the act shall be subject to Level III disciplinary penalties as outlined in this handbook. Discrimination complaints are dealt with at the individual school level whenever possible, with notification to the district-wide Compliance Coordinator. All reasonable efforts shall be made to keep discrimination complaints private.

**Title IX Officer and Section 504/ADA Coordinator**  
**Title IX- Michael Connolly**

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Assistant Superintendent  
Mansfield Public Schools  
2 Park Row Mansfield, MA 02048  
508-261-7500

**Section 504- Mary Watkins**

Principal  
Mansfield High School  
250 East Street  
Mansfield, MA 02048  
508-261-7540

Alternative Complaint Procedures Individuals are not limited to a formal complaint process through the Mansfield Public Schools but may seek resolution through other agencies. Inquiries regarding federal law may be directed to:

**U.S. Department of Education Office for Civil Rights, Boston Office**

5 Post Office Square, 8th Floor  
Boston, MA 02109 617-289-0111  
TTY: 800- 877-8339  
[OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Inquiries regarding state law may be directed to:

**Massachusetts Department of Elementary and Secondary Education Office of Program Quality Assurance Services**

75 Pleasant Street Malden, MA 02148  
781-338-3000

**Massachusetts Commission Against Discrimination (MCAD)**

1 Ashburton Place, #601 Boston, MA 02108  
617- 994-6000

**STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations afford parents/guardians and eligible students certain rights regarding student educational records. These rights include:

1. To inspect and review the education records of a student within ten (10) days of the day the school system receives a request. Parents/guardians or eligible students should submit to the school Principal or other appropriate school official a written request that identifies the record (s) that they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

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The school department may charge a reasonable copying fee.

2. To ask the Mansfield Public Schools to amend a record. Parents/guardians or eligible students should write to the school Principal, clearly identifying the part of the record that they want changed. If the school system decides not to amend the record as requested by the parent/guardian or eligible student, the school system will notify the parent/guardian or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. With certain exceptions set forth in the state and federal regulations, to consent to disclosures of personally identifiable information contained in the education record of the student. Complaints regarding student records issues may be sent to: Family Policy Compliance Office U. S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

### **Massachusetts Student Records Regulations**

In the Mansfield Public Schools, student records are maintained in accordance with the Massachusetts Student Records Regulations. The student record consists of the school transcript and the temporary record. The temporary record includes all information that is relevant to the educational needs of the student and is kept by the school.

**Accessibility:** The parent/guardian of a student, and an eligible student who is at least fourteen (14) years of age or has entered the ninth grade, has the right to inspect all portions of the student record upon request to the Principal. The record must be made available to the parent/guardian or eligible student not later than two consecutive workdays after the request is made, unless the parent/guardian or eligible student consents to a delay. The parent/guardian or eligible student may request copies of any part of the student record. A fee may be charged for the cost of copying.

**Confidentiality:** No individual or organization other than the parent/guardian, eligible student or school personnel working directly with the student is allowed access to student's records without the specific written consent of the parent/guardian or eligible student except in limited instances as specified by the Massachusetts Student Records Regulations.

Authorization for Release of Student Records In accordance with the Commonwealth of Massachusetts Regulations 603 CMR 23.02, the Mansfield Public Schools may release certain information about students and parents/guardians to third parties without first obtaining consent, unless the parent/guardian or eligible student notifies the Mansfield Public Schools in writing that they do not want such information to be released. "Third parties" are defined in these regulations to be, "...any person, private or public agency... or organization other than the eligible student, their parent, or authorized school personnel". For example, third parties to

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whom the Mansfield Public Schools may release student record information would include parent teacher organizations, and newspapers that report on student activities, etc.

The directory information that may be released is limited to the following:

- Student's name, address, telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Weight and height of members of athletic teams
- Class
- Participation in officially-recognized activities and sports
- Degrees, honors and awards, and post-high school plans

Students fourteen (14) years of age or older or who have entered grade nine are entitled to receive notification regarding the release of student record information. Parents/guardians who do not wish this information concerning their children and themselves to be released without their consent may complete and sign a school form so indicating. These forms are available through the school counseling office.

**Medical Records:** During the time a student is enrolled in a school, the Principal or designee will periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and their parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice will be placed in the temporary record. The School Health and Immunization Record is considered part of the temporary record. Students are provided the opportunity to sign for and take possession of their School Health and Immunization Record during the last few weeks of their senior year or prior to moving from the district. The Mansfield Public School system does not retain a copy of this record, and any unclaimed record is destroyed.

**Amendment or Deletion of Records:** A parent/guardian or eligible student has the right to add relevant comments, information or other written material to the Student Record. In addition, the parent/guardian or eligible student has the right to request that information contained in the record be amended or 65 deleted except for information inserted in the record by a team evaluation. The parent/guardian or eligible student has a right to a conference with the school Principal for the purpose of objecting to information contained in the record. Within a week after such a conference, the Principal must render a decision in writing on the objection. If the parent/guardian or eligible student is not satisfied with the decision of the Principal, the parent/guardian or eligible student may appeal such decision to the Superintendent of Schools.

**Destruction of Records:** The temporary record of a student will be destroyed no later than

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seven (7) years after the student leaves the school system. The transcript of a student may be destroyed no sooner than sixty (60) years after the student leaves the school system. A school Principal or designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent/guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

**Non-custodial Parents:** As required by M.G.L. c. 71, § 34H, non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that: The parent has been denied legal custody or has been ordered to supervised visitations, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation. The parent has been denied visitation. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record. There is an order of a probate and family court judge that prohibits the distribution of student records to the parent.

### **ETHICS-Gift Giving-Personal #GBEBC**

State ethics and conflict of interest law limit the personal gifts that staff, teachers, and coaches are allowed to accept as public employees. The School Committee does not want district employees to be put into a position where they cannot or should not accept gifts of value from well-intended, grateful families. Acceptance of gifts under these circumstances may give the appearance to some of favoritism of one student or one group of students over another. Moreover, the acceptance of gifts may make gift-giving to staff members appear to be a routine feature of school life, thereby placing those with fewer financial resources at a real or perceived disadvantage. When families, students, and others wish to express personal appreciation to a teacher, coach, or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts. The School Committee endorses the writing of letters to staff members expressing gratitude and appreciation for their work. These guidelines are as follows:

- Massachusetts General Law Chapter 268A and state ethics commission rules prohibit all public employees from receiving personal gifts of "substantial value", which according to the regulations is \$50.00 or more. This includes meals, tickets, services rendered, holiday gifts etc.

### **ETHICS-Gift Giving – Class #GBEBC**

An exemption exists for "class gifts", whereby a public school teacher is allowed to accept a personal gift or several gifts during the school year, from a class, club/activity or team, with a total value of up to \$150, if a group of students and/or parents wish to pool their contributions

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toward a group gift. Such a gift must be identified only as being from the class, and the identity of givers and amounts given are not identified to the recipient. Class gifts remove the possible conflict of interest in gifts, as the teacher would have no knowledge of the individual amounts contributed or by whom.

### **HOMELESS STUDENTS #JFABD**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless student will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY #JRA**

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations afford parents/guardians and eligible students certain rights regarding student educational records. These rights include:

1. To inspect and review the education records of a student within ten (10) days of the day the school system receives a written request. Parents/guardians or eligible students should submit to the school principal or other appropriate school official a written request that identifies the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The school department may charge a reasonable copying fee.
2. To ask the Mansfield Public Schools to amend a record, parents/guardians or eligible students should write to the school principal and clearly identify the part of the record that they want changed. If the school system decides not to amend the record as requested by the parent/guardian or eligible student, the school system will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Complaints regarding student records issues may be sent to Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The Mansfield Public Schools may provide certain directory information consistent with the Massachusetts Student Records Regulations unless a parent notifies the school district in writing

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that he or she does not wish the district to release such information (see Authorization for Release of Student Records section for further details).

Under the No Child Left Behind Act, the Mansfield Public School System releases the information that military recruiters may obtain from school districts concerning juniors and seniors. The released information consists of students' names, addresses and telephone numbers. Students or their parents may elect to opt out of this disclosure by notifying the school counseling office in writing at any time.

## **STUDENT RECORDS**

### **Accessibility**

In the Mansfield Public Schools, student records are maintained in accordance with the Massachusetts Student Records Regulations. The Student Record consists of the school transcript and the temporary record. The temporary record includes all information that is organized according to the student name, is relevant to the educational needs of the student and is kept by the school. The parent/guardian of a student, and an eligible student who is at least fourteen (14) years of age or has entered the Ninth Grade, has the right to inspect all portions of the student record upon request to the principal. The record must be made available to the parent/guardian or eligible student not later than two consecutive workdays after the request is made, unless the parent, guardian, or eligible student consents to a delay. The parent/guardian or eligible student may request copies of any part of the student record. A fee may be charged for the cost of copying.

### **Confidentiality**

No individual or organization other than the parents/guardian, eligible student or school personnel working directly with the student is allowed access to a student's record without the specific written consent of the parent/guardian or eligible student except in limited instances as specified by the Massachusetts Student Records Regulations.

### **Disclosure of Disciplinary Records**

The Mansfield Public School system holds a responsibility of trust with regard to reporting disciplinary incidents to colleges, universities, and the armed services. This responsibility of trust requires Mansfield High School to disclose certain disciplinary records when requested. When colleges, universities or the armed services make such an inquiry, prior to releasing disciplinary records Mansfield High School shall abide by the provisions of the state student record regulations. Once written permission from the parent or legal guardian has been obtained, Mansfield shall release only those disciplinary incidents that resulted in an external suspension.

### **Medical Records**

During the time a student is enrolled in a school, the principal or their designee shall

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periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and their parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record. The School Health and Immunization Record is considered part of the temporary record.

Students are provided the opportunity to sign for and take possession of their School Health and Immunization Record during the last few weeks of their senior year. The Mansfield Public School system does not retain a copy of this record, and any unclaimed record is destroyed.

### **Authorization for Release of Student Records**

In accordance with the Commonwealth of Massachusetts Regulations 603 CMR 23.02, the Mansfield Public Schools may release certain information concerning students and parents/guardians to third parties without first obtaining consent, unless the parent / guardian or eligible student notifies the Mansfield Public Schools in writing that they do not want such information to be released. "Third parties" are defined in these regulations to be " ...any person, private or public agency... or organization other than the eligible student, their parent, or authorized school personnel". For example, third parties to whom the Mansfield Public Schools may release student record information would include Parent Teacher Organizations and newspapers that report on student activities, etc.

The information that may be released is limited to the following: student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.

Students fourteen (14) years of age or older or who have entered Grade Nine are entitled to receive notification regarding the release of student record information. Parents/guardians who do not wish this information concerning their children and themselves to be released without their consent may complete and sign a school form to indicating.

### **Amendment or Deletion of Records**

A parent/guardian or eligible student has the right to add relevant comments, information or other written material to the Student Record. In addition, the parent/guardian or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a Team Evaluation. The parent/guardian or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such a conference, the principal must render a decision in writing on the objection. If the parent/guardian or eligible student is not satisfied with the decision of the principal, the parent/guardian or eligible student may appeal such decision to the Superintendent of Schools.

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**Destruction of Records**

The temporary record of a student shall be destroyed no later than seven (7) years after the student leaves the school system. The transcript of a student may be destroyed no sooner than sixty (60) years after the student leaves the school system. A school principal or their designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent/guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

**SPECIAL EDUCATION #IHB**

All students in the Mansfield Public Schools are provided with a free and appropriate education in accordance with the federal Education of All Handicapped Children law and the Commonwealth of Massachusetts Regulations Section 28. In each school building, the Massachusetts Special Education Regulations are available for review. No cost evaluations to identify special education needs are provided for children from age three (3) through twenty-one (21) who have a disabling condition and have not yet obtained a high school diploma. An Individualized Educational Program (IEP) is developed by an Evaluation Team and implemented for students with an identified disabling condition that interferes with effective progress in regular education. Special education students are expected to comply with all the rules of behavior and discipline unless modifications to these rules are indicated in the student's Individualized Educational Program.

Parents/guardians have the right to initiate, monitor or terminate special education for students under the age of eighteen (18). A student has the following rights regardless of their age.

A student has the right to stay in their program until an evaluation, the writing of the Individual Educational Program and any appeals of the Individual Educational Program have been completed.

A student is entitled to an equal opportunity to participate in all aspects of the school program, both academic and extracurricular, and may not be discriminated against on the basis of their disability.

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