



STUDENT HANDBOOK

*Mansfield High School*

**School Website: [mansfieldschool.net](http://mansfieldschool.net)**

*Mansfield High School*  
 Richard Wylie, Principal • 417-924-3236

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## *Mansfield Educational Philosophy*

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

1. **Our students** should understand the heritage and principles of democratic institutions and of democratic government.
2. **Our students** should attain the academic and/or vocational skills necessary in order to succeed in their chosen field of work.
3. **Our students** deserve the best education available. To that end we believe in involving all possible resources and utilizing only the highest quality of such resources.
4. **Our students** should learn to think, question, be creative, and know how to find answers rather than just memorize the facts.
5. **Our students** should be taught to care for the physical well-being of themselves and those for whom they are responsible. A health conscious student should strive to be drug-free, alcohol-free, tobacco-free, and disease-free.
6. **Our students** should learn to be honest, reliable, self-disciplined, responsible, and to have self-esteem.
7. **Our students** are a product of many factors: school, community, church, and family. All should work together on the student's behalf.

### *Message from the Principal*

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

At Mansfield High School we are proud of our traditions and our excellence in academics and athletics. I urge you to make the most of your high school experience by taking advantage of our programs, getting involved, and making this a great year.

It's a great day to be a Lion!

Richard Wylie, High School Principal

### *School Song*

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

### *District Standards*

The Mansfield School District sees educating all students as its mission. "Educating Everyone Takes Everyone."

## 2011-2012 School Calendar

• <b>August 8</b> Faculty/Staff in-service	• <b>February 16</b> Parent-teacher conferences; students dismissed at 12:17.
• <b>August 9</b> Faculty/Staff in-service	• <b>February 17*</b> No school - make-up day #2
Back-to-school night	• <b>February 20*</b> No school - Presidents' Day - make-up day #8
• <b>August 10</b> Faculty/Staff in-service	• <b>March 2</b> Third quarter ends.
• <b>August 11</b> First day of classes	• <b>March 16</b> No school - Spring Break
• <b>September 5</b> No school - Labor Day	• <b>March 19</b> No school - Spring Break
• <b>October 10</b> No school - Conference PD Day	• <b>April 6</b> No school - Spring Break
• <b>October 14</b> First quarter ends.	• <b>April 9</b> No school - Spring Break
• <b>October 21</b> Parent-teacher conferences; students dismissed at 12:17.	• <b>April 27*</b> No school - make-up day #7
• <b>November 18</b> Teacher PD in afternoon; students dismissed at 12:17.	• <b>May 10</b> Dismiss at 12:17; last day of school.
• <b>November 23 - 25</b> No school - Thanksgiving break	• <b>May 11*</b> Make-up day #3
• <b>December 20</b> Second quarter ends; dismiss at 12:17.	• <b>May 14*</b> Make-up day #4
• <b>December 21 - 30</b> No school - Christmas Break	• <b>May 15*</b> Make-up day #5
• <b>January 2</b> Teacher work day; PD Day	• <b>May 16*</b> Make-up day #6
• <b>January 3</b> Classes resume. Third quarter begins.	• <b>May 17*</b> Make-up day #9
• <b>January 16*</b> Martin Luther King Day - No school - make-up day #1	

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### Changing Class Schedules

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

Students may have five days at the beginning of the first semester and three days at the beginning of the second semester to change classes. After five days the student must take an F or complete a correspondence course. Until the correspondence course grade is received by school officials, the student's grade will remain an F.

**Time Schedule**

**8:00 A.M.**  
The building  
opens.

**8:00**  
All teachers in  
classroom area.

**8:20**  
Students may go  
to locker area.

**8:30**  
Bells ring - go to  
first period.

**8:34 - 9:36**  
First period

**9:40 - 10:30**  
Second period

**10:34 - 11:24**  
Third period

**11:28 - 12:18 P.M.**  
Fourth period

**12:18 - 12:45**  
Lunch period

**12:49 - 1:39**  
Fifth period

**1:43 - 2:33**  
Sixth period

**2:37 - 3:27**  
Seventh period

**Staff Member & Position**

Andy Adams - Superintendent of Schools

Gina Adams - Special Education Director

Marsha Appleby - Business

Autumn Bennett - Band

Janisha Brooke - English

Stan Coday - Agriculture

Natalie Cook - Counselor

Bob Cubellis - Math

Tara Dennis - Learning Disabilities

Kay Goss - Library

Tiffany Gray - Math/Science

Gary Greene - M. S. Principal/ Girls Basketball

Brandi Hallford - Vocal Music

Adam Hill - Science/Health/Pers. Fin./ISS

John Hinsley - Credit Recovery/ISS

Teresa Hinsley - Family & Consumer Science/ Health

Doug Jones - P. E./Baseball/ Athletic Director

Colleen Klingensmith - Learning Disabilities

Scott Lawson - English/Publications

Mindy Lemons - Physical Education/ISS

Pam Probert - Science

Roy Ryan - Industrial Tech./ Alternative

Gretchen Schultz - Art

Cody Shelton - PE/ISS/ Asst. Boys Basketball

Wilda Watterson - Social Studies/Spanish

Jane Wehmeyer - Math

Roger Wood - Social Studies

Terry Writer - PE/Boys Basketball

Richard Wylie - High School Principal

## School Attendance Policy & Procedures

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

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### **Compulsory Attendance**

Missouri State Law requires all children between 7 and 17 years of age to regularly attend a public, private, parochial, parish, home school, or a combination of such schools for the duration of the entire school term. Parents, guardians, or other persons having legal custody of a student may obtain a court order requiring the student to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Mansfield R-IV School District provides educational programming for all students between the ages of five (5) and seven (7) and beginning at the age of three (3) for students qualified for special education services. The district may also provide preschool and adult education programs. Once enrolled in the district, the district expects the student to attend regularly and for the student's parent or guardian or other adult having charge, control, or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Mansfield R-IV School District Board of Education and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law.

### **Excessive Absences**

Students will be permitted a maximum of nine (9) total absences per class per semester, including both excused and unexcused absences. Students who are absent for more than nine (9) class periods during the semester will not be eligible to earn credit for that course.

### **Procedures**

Students will be given a student handbook upon enrollment in Mansfield High School. The handbook shall contain the written attendance regulation. The High School office will record each student's absence by course period. When a student has accrued four (4) total absences (excused or unexcused) in a class during a semester, the school will send a letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies and regulations of the Board of Education, the student is in danger of not earning credit for the class due to excessive absences during the semester.

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

When a student has accrued ten (10) total absences (excused or unexcused) in a class during the semester, the student will not be eligible to earn credit for that class. The school will notify the parent or guardian by certified mail that the student has accrued the ten (10) total absences and is not eligible to earn credit for the class. Such notification shall include an Attendance Appeal Form. A student who has accrued ten (10) absences retains the option of receiving a grade of N (No grade, No credit). The student must maintain a passing grade during the grading period to receive a grade of N. If the student has not maintained a passing grade during the semester, the student will earn an F (Failure).

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

### *Exceptions*

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

### *Attendance Appeal Process*

IT IS THE RESPONSIBILITY OF THE PARENT TO INITIATE THE APPEAL PROCESS.

Upon the parent's or guardian's request and submission of the appeal form, the Attendance Policy Committee shall meet to consider appeals regarding exceptions to the excessive absence regulation and the denial of credit pursuant to this regulation. The committee shall include, but is not limited to, the High School principal, another district administrator, the counselor, and at least two (2) teachers. Other persons may be designated to serve as deemed appropriate.

Students who, pursuant to this excessive absence regulation, have accrued ten (10) total absences (excused or unexcused), or who anticipate accruing ten (10) or more total absences attributable to illness or other valid reasons, may appeal to the Attendance Policy Committee for the purpose of requesting one (1) or more of the following:

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

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

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

A parent or guardian who anticipates his or her child missing ten (10) or more class sessions of any class due to hospitalization, prolonged illness, or other valid reason may request an exception to the excessive absence policy in writing prior to the accrual of the ten (10) absences. If the parent or guardian does not submit such request prior to the date on which the ten (10) absences have accrued, the parent or guardian should request an appeal of the automatic denial of credit in the same manner as for any other appeal under the excessive absence regulation.

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

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

The parent or guardian of a student who has accrued ten (10) total absences may submit an appeal to the Attendance Policy Committee requesting credit for the courses in question. Such appeal shall be in writing and must be submitted within seven (7) calendar days following the date on which the parent or guardian received notice of the accrual of the tenth absence from class.

The appeal may be submitted on the district's Attendance Appeal Form provided to the parent or guardian, or in other written or typed form that provides the following information.

1. Date of appeal.
2. A complete explanation of the reason(s) why the appeal should be granted.
3. Any appropriate documentation.
4. Signature of the parent or guardian.

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

**Steps to Follow When Absent From School:**

Please make sure you read and understand the following information as it requires parents, guardians, and students to be accountable for notifying the school regarding student absences.

1. A parent or guardian should notify the High School office on the day of (or before) the absence (417-924-3236). If the office secretary is on another line, it is acceptable and desired that the message be left on voice mail. The messages are given prompt attention.
2. The High School office should be contacted prior to known doctor, dental, and family appointments. A student must sign out before leaving school, and sign in upon returning to school.
3. If it is not possible to call, the parent or guardian must write an excuse giving names, dates, and reason for absence.
4. Students will be allowed two (2) days for every day missed to complete make-up work.
5. Students whose absences are unexcused will have the same ratio of two (2) days for every day missed to complete an assignment(s). However, the total point value of the assignment(s) will be reduced by 25%.
6. Students absent for authorized school activities are responsible for making up all work missed. An absence for an authorized school activity simply allows the student to make up the work using the same ratio.

7. Students who attend school, but leave early for another school activity, may be required by their teacher to turn in any assignment due that day.

### *Unexcused Absences*

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

### *Leaving School*

In order to leave school you must:

1. Present a note written by your parents to the principal or secretary stating when and why they want you to leave.
2. If a note is not presented, a phone call from parents will be required.
3. ONLY THE SECRETARY OR PRINCIPAL can give you permission to leave.
4. Your absence may still be unexcused by the principal even if you have received permission to leave if it is an unjustified reason for leaving (meaning a 25% reduction in point value for any assignment given, as described in the previous pages).
5. Leaving school without permission to leave will result in disciplinary action.
6. Children of single parent families will be released only on request of the custodial parent; that is, the parent whom the courts hold directly responsible for the child and is identified as such on school records. Additional precautions may be taken by the school administration appropriate to the age of students and as needs arise.

### *Part-Time Attendance Policy*

Be sure to read carefully all the conditions required to qualify for part-time attendance. If you have any questions, please contact your counselor,

the principal.

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

1. Part-time attendance may be considered only for those students between the ages of 16 and 20 who have successfully completed the tenth year and have at least 13 units of credit.

2. To ensure that the educational needs of the students are being fulfilled, the application for part-time attendance shall be jointly signed by the student and his/her parents or guardian and discussed with the counseling office.

3. Students and parents will be notified whether the application is approved or disapproved. If the application is disapproved, the student may appeal the decision to the superintendent of schools and then to the Mansfield Board of Education. The decision of the board of education will be final.

4. The principal has the authority to review and make recommendations on all emergency situations related to part-time attendance.

5. Students who attend school part-time are required to attend class whenever the class is offered on the high school schedule.

6. Students who attend school part-time are required to be present for assessment tests and to attend class, club, and other meetings that are held during the times that the students are typically on part-time attendance.

7. Students who attend school part-time are required to be good citizens, to obey all school rules and regulations, and to abide by all municipal, state, and federal rules and regulations.

8. Students who attend school part-time are subject to disciplinary action, including suspension and expulsion, in the same manner as full-time students.

9. Students who attend school part-time are required to sign in at the high school office upon arriving at school and to sign out at the high school office when leaving. Failure to sign in or out can result in loss of part-time attendance privileges or in-school suspension.

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

#### ***Tardiness Policy***

Any student entering the classroom doorway after the tardy bell has quit ringing is considered tardy. Punishment for excessive tardies will occur on the 4th unexcused tardy in a single class or the 7th unexcused tardy in the full schedule of classes and will occur on each subsequent unexcused tardy thereafter. Further punishment takes place with the 11th tardy and can include detention, ISS, or OSS.

## ***Alternative School***

### ***Alternative Program***

Alternative education at the Mansfield R-IV School District is a credit recovery program for academically at-risk students. A committee of the administrator, counselor, subject teacher, alternative teacher, student's guardian, and any other person necessary to properly place the student will determine student enrollment in this program. The primary goal of the alternative program is to assist enrolled students to obtain the requirements for graduation. Success toward this goal will benefit both the student and the district. Failure toward this goal will cause re-evaluation and other interventions for the student.

Students enrolled in the alternative program will fulfill the same Course Level Expectations as students in traditional classes with the exception of completing their work in the alternative classroom. The subject teacher, with

the assistance of the alternative teacher, will develop all of the curriculum material, such as handouts, worksheets, and tests. The alternative teacher will administer and access the curriculum with assistance from the subject teacher as required. The student's responsibility to the curriculum must satisfy the subject teacher.

The alternative teacher will facilitate the specialized curriculum completely, only using the subject teacher for special or unusual circumstances. The alternative students will complete the required curriculum objectives independently of all others. Students will work on only one subject curriculum until it is complete with seventy-five percent (75%) or better level of expectation. Certificates of completion will be placed in the alternative student's permanent records to show credit recovery numbers.

### ***Credit Enrollment***

Since the goal of the alternative program is credit recovery, students participating may accumulate more credits than traditional students. Some alternative students will be enrolled in as many as ten credits within a typical school year. The numbers will be based upon the amount needed for graduation. The time line for each alternative student to earn credits will start at the beginning of the regular school year and end after summer school of that same year.

### ***Part-Time Jobs***

Should a student have a part-time job which requires that he or she be on the job during regular school time, the alternative teacher will work with that student so that he or she will not have to drop out of the program. This circumstance will be evaluated on an individual basis using the part-time attendance guidelines of traditional students of the Mansfield School District.

### ***Attendance Policy***

The alternative student will be expected to follow the attendance policy of the Mansfield R-IV School District. Excessive absences that have not been pre-approved will require re-evaluation of the student's participation in the program. This stipulation reflects the overall goals of the alternative program.

## **Guidance Services**

The counselor is available to students who need help with the selecting of a college, schedule changes, and other educational matters. Students need a pass to the guidance office signed by their teacher.

## **Grading**

### ***Grade Definitions***

**A** = The student is more than meeting the demands of the teacher. Work is on time and of superior quality. It shows mastery and exerts a positive influence on the class.

**B** = The work is of a superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

**C** = The required work is done satisfactorily. The work is done on time and is of average quality. The student is showing achievement.

**D** = The student is not doing all the assigned work, is dependent on others, and is inconsistent, uncertain, and confused. Work is below average but shows growth.

**F** = The student is performing unsatisfactory work. Little growth is taking place. Lack of interest and attention and irregular attendance are generally factors.

### Grading Scale

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

### Deficiency Notices

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

### Quarter Exams

All classes are required to give end of quarter exams. The last two or three days of each quarter shall be reserved for these exams. The quarter exam in each class shall count as 20 percent of the student's quarter grade.

### Grade Point Average

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

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

44 divided by 5 classes = 8.80 = B average

### Honor Roll

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

### Non-Weighted Grading Scale

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

### Transfer Grades

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

### Weighted Grading Scale

A = 12.10	A- = 11.00
B+ = 9.90	B = 8.80
B- = 7.70	C+ = 6.60
C = 5.50	C- = 4.40
D+ = 3.30	D = 2.20
D- = 1.1	F = 0.00

### *Weighted Classes*

Weighted classes are chemistry, physics, trigonometry, calculus, British literature, and any course taken for dual college credit.

## *Grades and Graduating*

### *Academic Letters*

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

1. The cumulative grade point average achieved, based on each nine weeks, shall be in the range of 9.0 to 11.0 using a 0.00 to 11.0 grading system.

2. Students shall carry the 9.0 to 11.0 cumulative grade point average three out of the four quarters. Students who fall below the required average will be on probation for the following quarter. This is for informational purposes only so that students are made aware they must regain the required cumulative grade point to maintain letter status.

3. The time period for determining letter recipients will be based on a school year - August to May. Letter honorees will be decided using the first three school quarters of each school year. The following factors will be implemented.

\* Students who achieve the required grade point during the first, second, and third quarters of the school year will receive an academic letter at the spring awards assembly.

\* Students who achieve the required grade point during two of the first three quarters will be recognized at the awards assembly. These students, however, will not receive an academic letter until they earn the required grade point during the fourth quarter.

4. Students who earn an award will receive a letter the first year and bars the succeeding years honored. Students will also receive pins indicating their area of achievement.

5. Students will receive their letters at an awards night. At this event, the new National Honor Society students selected for the year will be inducted into their organization in a candlelight ceremony.

6. A student must carry five hours of which at least three hours are carried in different departmental areas - i.e. math, English, science, business, social studies, etc. This shall also include seniors.

7. Transfer students shall attend MHS for three quarters to be eligible for an academic letter.

8. The letters to be awarded will be distributed as follows: Sports letters - white. Pom-pon and music letters - gold. Academic letters - maroon. Students who letter in more than one area will choose their area of preference for a large letter, and any subsequent letters they may earn will be 4-inch letters.

### *College Prep Certificate*

An application indicating the desire to pursue curriculum leading to the College Preparatory Certificate may be obtained from the counselor and will be available during pre-registration for classes. Anyone desiring additional information should contact the counselor.

### *Transcripts*

Local businesses are encouraged to request student transcripts. These will be sent with student-parent permission. If you need a copy of your school transcript sent anywhere, you may make that request in the counselor's office or the principal's office.

Senior students planning to attend college or trade school should check with their counselor early in their senior year.

### ***Graduation Ceremony***

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

### ***Class Rankings***

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

### ***Honor Cords at Graduation***

A 9.5 grade average shall be the requirement for graduating senior honor cords.

### ***Non-Graduating Seniors Policy***

**Definition:** A non-graduating senior is defined as any student who cannot graduate by any means by the end of the current school term. Any non-graduating senior will not be allowed to walk in graduation ceremonies.

**Notification:** All students determined to be non-graduating seniors shall be notified during the first semester of the current school year by the high school principal.

Parents or legal guardians of non-graduating seniors shall be notified by mail by the principal.

### ***Applying for Eighth Semester Option***

To be eligible to leave school during your senior year and receive your diploma at the end of the normal time, students shall be required to make application in the counselor's office.

Students desiring this option may apply and state their plan no later than ten (10) school days after the beginning of the seventh semester.

### ***Mid-Year Graduating Policy***

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

## ***Special Regulations***

### ***Announcements***

Announcements are read during the first period. This is an important means of communication, so remind your teacher to read them if he/she should forget. Announcements for the daily bulletin should be submitted to the office at least one day in advance.

If you have missed the announcements for any reason, you may drop by the office between classes and read the office copy.

Also, a copy of the announcements is posted daily on the north wall of the main building of the high school. A complete record of all daily announcements is kept in the high school office.

### ***Electronic Devices, Telephone Use, and Messages***

The use of any electronic device (cell phones, cameras, iPods, MP3 players, etc.) is banned during the instructional day. Cameras and cell phones are also banned from dressing areas during extra-curricular activities. Upon each offense, the electronic device will be confiscated, and a parent/guardian must come by the office to retrieve it. Appropriate disciplinary action will be taken for each offense.

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

TEACHERS' TELEPHONES ARE RESTRICTED FROM STUDENT USE.

### *Health Services/ Ill Students*

Students who become ill or need medical attention are instructed to obtain permission from their teacher and report to the high school office for a nurse's pass before going to the nurse's office in the elementary building.

If ill during the noon hour, report to the office. If necessary, parents will be contacted and transportation home arranged.

**DO NOT LEAVE CLASS OR SCHOOL GROUNDS WITHOUT PROPERLY CHECKING OUT THROUGH THE PRINCIPAL'S OFFICE OR WITH THE SCHOOL NURSE.**

**YOU ARE NOT AUTHORIZED TO EXCUSE YOURSELF FROM SCHOOL!**

### *Lockers and School Property*

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

### *Textbook Deposits*

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

### *Additional Rules*

The administration reserves the right to take reasonable action to make rules and administer them as they may judge necessary to maintain general school discipline, school safety, or the educational benefit of the student and/or the student's schoolmates.

### *Parking Lots*

All parking lots are part of school property. Students are to park in single file, not doubled up or longways in gravel lots. Students are not to park in numbered spaces on the paved lot. Violators will be subject to the school discipline policy.

### *Assemblies*

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

### *Library Visits*

Students must have a library pass to go to the library. Three students at a time from each classroom may go to the library. If an entire class needs to use the library, the teacher should schedule the visit in advance and should accompany the class. Students are expected to return library materials on time and in good condition. Students will be charged 25 cents per day for each overdue library item. Students will be charged for book damage. Students who have library materials from the previous school year will forfeit all library privileges until the items are either returned or paid for. Use of computers in the library is restricted to Accelerated Reader testing, word processing, and research.

### *Dress & Appearance*

We take pride in the appearance of our students. Your dress reflects the school, your conduct, and your home. All students are expected to dress and

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

1. Shoes, flip flops, or sandals shall be worn by all students.
2. Teachers of specific courses where safety or health is a factor may require students to adjust hair or clothing or to wear safety equipment during that class period.
3. Any clothing worn shall not have writing, drawings, or emblems that are obscene or derogatory or that detract from school discipline or academic progress.
4. Halters, backless clothing, short midriffs, tops with spaghetti straps, or any garments that allow cleavage or undergarments to show shall not be permitted in the classroom. Shirts or tee-shirts cannot be cut below armhole openings.
5. Clothing styles, unusual grooming, or jewelry that create disorder either in the classroom or while attending school-sponsored activities is not acceptable.
6. Hair length is not a concern, but hair should be kept neat and clean.
7. Hats and caps shall not be worn by students inside the buildings.
8. Clothing which promotes illegal activities, such as drinking alcoholic beverages or using drugs, shall not be worn.
9. Bandannas that cover the head are not appropriate.
10. Sagging is not allowed. Pants must be worn at waist level.
11. Shorts or skirts should be no more than three inches above the knee.

#### ***Non-Discrimination Policy***

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

#### ***Student Grievance: Title IX***

Use the following form if necessary.

I \_\_\_\_\_ do hereby wish to meet with the Title IX director of the Mansfield R-IV Schools for the purpose of discussing a grievance relating to sex discrimination.

Signed: \_\_\_\_\_, Student

Signed: \_\_\_\_\_, Principal

#### ***Withdrawal and Transfer***

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

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

#### ***School Dances***

All dances (including Barnwarming, Homecoming, Prom, or any other high school sponsored dance): In order to participate in high school dances, the following criteria must be met:

- A. All participants **must** sign the list in the office requesting participation.

B. No person enrolled below the level of ninth grade will be allowed to participate.

C. Persons who are not enrolled at Mansfield High must be signed up as a date of a Mansfield High School student and have a guest good-standing permission letter filled out by the guest school. Guest letter forms are available in the office and must be turned in by the event deadline. Guests must be under 21 years old to attend.

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

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

### *Interscholastic Activities*

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

### *Athletic Physicals*

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

### *Sportsmanship*

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

### *Participation in School Activities*

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

### *Activity Calendar*

The activity calendar is located in the principal's office. All school activities shall be cleared with the principal and then posted on the calendar. If you or your group are planning an activity, your sponsor must turn in a **REQUEST FOR A DATE ON THE CALENDAR SLIP** to the principal and check the calendar before making a commitment.

### *Student Insurance*

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

### *Spirit Squad*

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

### *Parental Consent*

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

### *Parent Conferences*

Communication with your parents is most important to Mansfield High School.

If, for any reason, parents want to confer with faculty, counselors, or administrators, they may call the high school office for an appointment at 924-3236.

### *Soliciting*

1. No commercial firms shall be permitted to solicit teachers or pupils during school hours except to demonstrate school equipment or materials which have the prior approval of the high school principal.

2. Solicitations from school children from organizations outside the school are forbidden without the approval of the high school principal.

3. All special sales projects are subject to the approval of the principal. This policy shall include sale of advertising, magazines, and merchandise.

4. Commercial schools, colleges, or other agencies shall not be permitted to meet with seniors or to solicit prospective students except upon invitation of and arrangement with the local school administration and counseling staff. If students are under the age of eighteen, military groups may meet with students individually during the school day as long as written permission is provided from the parents for each visit/session.

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

### *Accidents or Injuries*

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

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

### *Lunch Rules*

Mansfield High School operates a closed lunch schedule. This means that students may not leave campus during the lunch periods, and they may not go to their vehicles without permission from the principal.

Students needing to leave campus must inform the principal and sign out prior to leaving.

Students are to stay away from areas where classes are in session.

All students must eat in the cafeteria. Students using the cafeteria, please remember it is for your convenience, and it is up to you to ensure good manners and cleanliness. Students are expected to properly dispose of litter. Food and drink are not allowed in classrooms or in the hallways.

### *Out-of-School Suspension*

During out-of-school suspension students are not to attend school, classes, or any school activity. All grades, tests, and homework **CANNOT** be made up.

A student on out-of-school suspension shall not be allowed to return to the school during the suspension.

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

A maximum of four days can be added. Further violations may be

interpreted as habitual misconduct.

### ***In-School Suspension***

Students are required to attend school. The students shall report to the ISS room each morning of the suspension.

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

**All grades, tests, and homework shall be counted.**

Teachers shall make appropriate classroom assignments for students and shall count the grades, tests, and homework done by the student.

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

### ***Re-Admission After Suspension***

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

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

After the second out-of-school suspension for the same or similar offense, the student and/or parents shall meet with the superintendent, and the superintendent shall determine re-admission of the student.

Any disciplinary action that may be necessary after the second out-of-school suspension may be interpreted as habitual misconduct.

### ***Dropping Out of School***

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

## **Safety and Drills**

### ***Search and Seizure***

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

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

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

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

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

### ***Drug Dog***

At the request of a designated school official, a team consisting of a drug dog and its handler will perform periodic searches of the school premises, which will include the high school and middle school buildings and the parking lot. Lockers and bags are subject to search. Punishment for possession of any illegal substances will fall under the Mansfield Schools' discipline policy.

### ***Student Safety***

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

### ***Earthquake Drill***

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

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

### ***Fire Drill***

**THE BELL WILL RING ON ONE CONTINUOUS RING FOR FIRE DRILLS. ART, FAMILY AND CONSUMER SCIENCE** - Exit through library.

**ROOMS 1, 2, 3, 4, 5, 7** - Exit and continue out the main high school entrance.

**GYM** - Exit main entrance (south).

**AGRICULTURE AND INDUSTRIAL ARTS** - Exit out and through east door toward sixth grade building.

**JOURNALISM, SCIENCE, AND BAND** - Exit through north door by band room.

**VOCAL MUSIC** - Exit through west door by gym.

**BASEMENT ROOMS** - Exit right, go up middle school stairs, turn right, go out front door to the road.

**MIDDLE SCHOOL SCIENCE ROOM** - Exit right, go out west door, then go to the front of bus barn.

**ALL MIDDLE SCHOOL ROOMS ON EAST** - Exit left, go out front door to the road.

**SIXTH GRADE BUILDING** - Use closest exit.

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

### ***Tornado Drill***

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

Students are to remain quiet and orderly.

- All middle school classes in the main building go into the basement.
- Agriculture and special education classes go to the hallway between their classrooms.
- Physical education classes go into the dressing rooms in the gymnasium.
- Journalism, science, band, and music go to the hallway between the gym and the band room.
- Classes in the Tech Building will go to the main hall of the Tech Building.
- High school classes in the main hallway report to the basement of the middle school.
- Sixth grade building - Exit and report to the basement of the building.

### ***Hotline Help***

The following hotline numbers can be used as necessary.

- Cocaine Hotline 1-800-COC-AINE
- Drug Abuse Hotline 1-800-662-HELP (English) 1-800-66-AYDUA (Spanish)

- National Institute on Drug Abuse Prevention Helpline 1-800-552-HELP
- National Council on Alcoholism 1-800-NCA-CALL

## Special Honors

### *National Honor Society*

#### **MEMBERSHIP:**

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

#### **SCHOLARSHIP:**

The student of scholarship:

- Maintains a cumulative grade point average of 85 percent, B, 3.4 (on a 4.0 scale), or equivalent standard of excellence.

#### **LEADERSHIP:**

The student who exercises leadership:

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

#### **SERVICE:**

The student who serves:

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

#### **CHARACTER:**

The student of character:

- Takes criticism willingly and graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by

perseverance and application to studies

- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

**SELECTION PROCESS:**

1. The NHS sponsor obtains a list of all juniors and seniors who have a 3.4 or B average.
2. High school teachers nominate students from list.
3. A list of nominees is compiled and teachers are given an opportunity to reevaluate nominees.
4. Nominees complete applications.
5. A faculty advisory committee reviews the applications and makes further recommendations.
6. Nominees are interviewed by the faculty advisory committee.
7. Faculty advisory committee makes final selection.
8. Decisions can be appealed.

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

**SCHOLARSHIP:**

- Maintain a 3.4 overall grade point average
- Compete in contests

**LEADERSHIP:**

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

**COMMUNITY:**

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

**CHARACTER:**

- Do not cheat on tests or homework
- Exhibit an attitude of respect toward administrators, teachers, and students

If a member fails to meet any of the criteria, is given ISS/OSS, is in trouble with the law, or has been written up and/or turned into the office for offensive behavior of any kind, the first warning will be probation, and a second warning will be expulsion from NHS.

## ***Elections***

### ***Student Council***

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

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

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

1. Election for student council positions will be held on or about Feb. 15 of each year. Exact date will be announced by the sponsor at least two weeks before it occurs.

2. Students on the ballot shall have at least one week to campaign.

3. On election day a group of students selected by the sponsor will serve as election judges. A single polling place will be designated by the sponsor. Voting will occur by secret ballot. Each high school student shall go to the voting place, identify himself, mark the ballot, and place it in the ballot box. Election judges will make sure each student receives only one ballot (marking off the name of each student as he votes). Election judges will make sure each student receives only one ballot (marking off the name of each student as he votes).

4. Election judges will count the ballots in the presence of at least two students and one teacher.

5. Commissioner positions will be filled on or about Sept. 1 of each school year. Students wishing to apply for a position will obtain an application, submit it to the elected council, and present themselves before the council for an interview. The elected council members will then select from among the applicants the student they feel is best qualified for the position.

### ***Class Officers***

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

#### **Procedure:**

1. Elections will be separated into two parts. The first will be for class presidents and representatives. Note: Although these are elected by class (grades 9 - 12), they are also student council positions.

2. Presidents and representatives shall be elected on or about Feb. 15. Announcement of the election shall begin at least two weeks prior. At least one week of campaigning shall be allowed before the secret ballot election.

3. Ballots shall be counted by student council pres., vice pres., and one teacher.

4. On or about Sept. 1, each class will have its first meeting. The new president will take nominations for vice president, secretary, and treasurer. A "ballot" of all eligible candidates will be made from the nominations.

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

### ***Prom Royalty***

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

queen. Winners are announced the night of prom.

### ***Homecoming***

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

## ***Activity Guidelines***

### ***Activity Policy***

Mansfield Middle and High School activity programs shall be operated in a well-defined, consistent manner that supplements the learning process for all involved, accomplishes a definite purpose, and projects a positive image to the public.

### ***Purpose***

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

#### **A. To develop for the student:**

- Mental and physical strength, endurance, vitality, and neuro-muscular skills.
- Activities that meet the needs, interests, and potential of the student.
- Mental acuity, resourcefulness, and good sportsmanship.
- Emotional control and development of character.
- Acceptable social patterns of individual and group conduct.

#### **B. To develop for the school:**

- A program of extracurricular activities as an integral part of the school curriculum.
- A high standard of school loyalty, student morale, and school spirit.
- Appreciation of extracurricular activities as intelligent and appreciative spectators.

#### **C. To develop for the community:**

- An understanding that the extracurricular activities for pupils have been promoted under conditions which demonstrate to the participant and to the public the best traditions in sportsmanship and citizenship and a beneficial school/community relationship.

### ***Objectives***

Participation in extracurricular activities means much more than two teams trying to win a contest. Extracurricular activities give the student opportunities to develop as a "complete" human being. Here at Mansfield we have specific objectives for our activity program, and we as sponsors/coaches dedicate ourselves to reaching these objectives. By the time a young participant

graduates from Mansfield High School we want him/her to be able:

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

### ***Transportation***

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

### **Missouri State High School Activity Association Eligibility Guidelines**

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

1. Be a good citizen in your school and community.
  - A. Any student who represents his/her school in interscholastic activities must be a credible citizen and judged so by the proper school authority certifying the list of students for competition. A student whose character or conduct is such as to reflect discredit upon himself/herself or his/her school is not considered a credible citizen. His conduct shall be satisfactory in accord with the standards of good discipline.
  - B. A student who misses class on the date of a contest without being excused by the principal shall not be considered eligible on that date.
  - C. Each individual school has the authority to judge its students under those standards.
2. Be enrolled in courses that offer 3.0 units of credit and have earned 3.0 units of credit the preceding semester or made standard progress in

special education.

3. Have entered school within the first 11 days of this semester. Entering school is interpreted as enrolling and attending classes.
4. Not have received or competed for any award of any kind other than that given by your school for your services as an athlete in the sports in which you are competing. Competing for awards having a utilitarian value such as cash, jackets, or merchandise will make you ineligible.
5. Not have reached your 19th birthday prior to July 1 of this school year.
6. Not have competed under an assumed or false name.
7. Not transfer schools without a corresponding change of residence of your parents unless you meet an appropriate exception of the transfer standards. **Always check with your principal before transferring.**
8. Not have graduated or received an early release from a four-year high school or its equivalent.
9. Attend your eighth semester immediately following your seventh semester. High school students are eligible only during the first eight semesters of attendance.
10. Not have competed at any time as a member of a junior college or senior college team.
11. Not compete on an outside team or in individual match competition during the season you are representing your school in the same sport, nor practice or play for a school team in the same sport. These restrictions begin on the first day of the current sports season. A school sports season is defined as beginning with the date of the school's first practice held on a school day and ending with the school's last contest, including the district and the state tournament contests.
12. Not transfer from one school to another because of being influenced to do so.
13. Not attend for more than two weeks a specialized camp for any one sport.

### ***Student/Parent Responsibilities***

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

### ***Athletic Lettering Requirements***

#### **BASEBALL:**

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

#### **BASKETBALL:**

- Have a positive influence at practices and games.

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

#### **SOFTBALL**

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

#### ***Standards for Activity Participation***

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

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

Regardless of the time of year and/or quantity involved, a student shall not use a beverage containing alcohol, or use or consume, have in possession, buy, sell, or give away any substance (marijuana, cocaine, anabolic steroids, and other non-prescription drugs) defined by the law as a drug or which is an imitation of a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her physician.

3. All participants representing Mansfield Middle or High School in extracurricular activities must conduct themselves in accordance with the standards of good school discipline. Individual behavior on all trips and contests must reflect favorably upon his/her school and community.

Involvement in more than one program during the punishment period will result in suspension from each activity.

4. Any participant on suspension from school is not eligible to participate in activities.
5. A practice or game should not be missed unless previously excused by the coach or sponsor of that particular activity. If the student is sick, the coach or sponsor should be notified by the parents. Any student violating this standard may be ineligible to participate in the succeeding contest.
6. Participants are responsible for equipment that is lost or damaged. All

equipment or uniforms that are not returned must be paid for.

7. Violation of the law: The student must complete his/her sentence before he/she is eligible to participate (example: fine must be paid/community service must be completed).

Because an arrest is not evidence of a violation of law, if a participant is arrested for a misdemeanor or a felony, the participant will be allowed to represent the school in interscholastic activities pending the outcome of the case. However, if there is an admission of guilt by the participant, or, if after reviewing the case, school officials feel there is strong evidence (ex. witnesses), which indicates probable guilt, then the principal may restrict the participant from participation before the legal outcome of the case.

8. All athletes will be transported to and from respective games, meets, etc. via school transportation. Parents or guardians may transport their own athlete home from a school activity after talking with the coach or sponsor.
9. Due process: Athletes shall have the opportunity to express their side of any incident in which they may be involved. If the athlete is dissatisfied with any decisions, he/she has the right to appeal through channels in the following order:
  1. Head coach/sponsor
  2. Athletic director
  3. Building principal
  4. Superintendent
  5. Board of Education

10. Before a student may participate in any activity for Mansfield Schools, he/she must have on file in the office the following:

- MSHAA parent permission form
  - Transportation form
  - A signed copy of the MMS/MHS Activity Policy Participant form
- In addition, athletes must have on file the following:
- Physical exam form
  - Insurance information form

### ***Spirit Squad***

Good school spirit is valuable to the overall morals and sense of purpose of the student body. The spirit squad is directly associated with the establishment and maintenance of school spirit. The purpose of this section of the student handbook is to outline the basic rules, regulations, and guidelines which serve to guide the spirit squad. It is the hope of the administration and the sponsors that these guidelines will serve to enhance and develop good school spirit at Mansfield.

Before trying out for spirit squad, students should carefully consider the amount of time, energy, and money necessary to be a member of the squad.

### ***Requirements***

Any student who has met the requirements for being a member of the spirit squad or has been placed in line to be an alternate, shall be held accountable to the standards, rules, and regulations contained in this handbook and the discipline policies of the Mansfield School District immediately following tryouts and continuing until the next tryout.

### ***Rules For Game Participation***

1. Sit in designated area (even if injured or not performing).
2. No gum.
3. No jewelry.
4. Support the squad on the floor.
5. Must wear uniforms to and throughout entire game (at all home games).
6. May leave designated area only during half-time, and must be present

before second half starts.

7. Because quality of performance is dependent upon full participation of each member, performance following absences (illnesses, school functions, etc.) will be at the discretion of the sponsors.
8. Because quality of individual performance is essential to the squad's performance as a whole, it shall be left up to the discretion of the sponsors as to whether each member is prepared to perform. If a member fails to show adequate preparation and readiness, the sponsors shall replace them with the first or second alternate as the case may be.

### ***Discipline Code***

#### **Offenses -- Category I**

- Two unexcused absences from practice annually. Excused practices will be illness and death in the family. Others will be at the discretion of the sponsor and principal. No absence will be excused unless the sponsors are notified prior to the practice. Absences will also be monitored and compared with absence from school. If a member is absent because of illness from a morning practice, but is present at school that morning, the absence will not be excused.
- Failure to participate at game or performances (according to Rules for Game Participation).
- Public display of affection while in uniform.
- Insubordination toward sponsor.
- Failure to abide by the rules and regulations of the MSHSAA regarding spirit squads.
- Failure to arrive before the game begins and stay until the end of that game unless excused prior to the game by sponsor.
- Failure to abide by bus safety regulations when attending away games.
- Four tardies to practice (a tardy is five or more minutes late according to the gym clock) annually.
- Failure to attend a game or performance without absence being excused prior to game or performance by sponsor or principal even if absent from school on that day.

#### **Offenses -- Category II**

- Failure to ride pep bus to and from games or performances (unless riding home with parents). Parents must personally inform sponsor if students are riding home with them.
- In-school suspension of any length (first offense).

#### **Offenses -- Category III**

- Use of drugs or alcohol any time and use of tobacco or offensive language or offensive gestures at school or any school activity.
- Failure to maintain a C- average (quarterly). This will result in a one quarter probationary period to raise grades to a C- average.
- Assignment to an out-of-school suspension.
- Quitting the squad after tryouts have been conducted.
- Failure to obtain a physical before practice begins.
- Any two Category II offenses or any three Category I offenses or a combination of a Category I and a category II offense.

*\*\* Failure to show good sportsmanship (according to MSHSAA guidelines) may be a Category I, II, or III offense, depending on the severity of the offense.*

#### **Penalty for Category I Offenses**

One-game suspension from the following performance unless, at the discretion of the sponsors, participation in the following performance is seen as necessary for the good of the entire squad's performance. In such case, the one-game suspension shall be from the next scheduled game.

#### **Penalty for Category II Offenses**

Two-game suspension from the following performances (as outlined under Category I Offenses).

#### **Penalty for Category III Offenses**

Dismissal from squad which results in ineligibility for tryouts for the next year's squad (except for the grade which is discussed under that section). Dismissal proceedings must include a meeting between sponsor, parents, and

administration.

### ***Dismissal***

Any person dismissed from a spirit squad or any alternate position for an infraction of the rules or other disciplinary actions shall not be eligible to tryout for the squad for one calendar year (365 days), from the date of dismissal.

### ***Resignation***

Spirit squad members who, of their own volition, elect to resign their position on the squad to which they were elected shall:

1. Submit a written resignation or statement for quitting signed by the person quitting and the parents or legal guardians.
2. Present the resignation to the sponsor following a scheduled conference with the squad sponsor. The alternate will then become a member of the squad.
3. After resignation: Persons who have resigned and have fulfilled the foregoing criteria shall be required to fulfill any and all financial obligations incurred as a result of having been elected to the spirit squad. No member whose resignation has been accepted may try out or participate in the spirit squad for one calendar year (365) from the date of resignation.

### ***Camps***

Camps for spirit squads in the summer months shall be the responsibility of the squad members and their parents, on an individual basis. They shall provide transportation, insurance, tuition, and chaperones.

Attendance to a summer camp shall not be a requirement for participation as a squad member. However, members should realize that failure to participate in camp places them at a disadvantage when having to learn the routines at a later date, and might result in them not being prepared to perform a routine.

## ***Discipline***

### ***STUDENT DISCIPLINE CODE***

#### **I. EXPECTATIONS OF THE BOARD OF EDUCATION**

The Board of Education holds school officials accountable for the maintenance of adopted standards of conduct. This can best be achieved with the school and home working together. The general standards of conduct established are as follows:

- A. Students are expected to conduct themselves in an orderly manner, showing respect for school rules, teachers, other students, the rights and property of others, and to be appropriately dressed, neat in grooming and appearance.
- B. Students are expected to exercise acceptable standards of personal hygiene.
- C. Student conduct, dress and grooming determined to be disruptive, distracting, indecent, or a threat to health and safety shall be deemed inappropriate.

#### **II. GOAL OF THE BOARD OF EDUCATION**

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

#### **III. STANDARDS OF CONDUCT**

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

1. The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the Superintendent of such district, during normal business hours, for

public inspection.

2. The policy shall contain the consequences of failure to obey standards of conduct set by the local board of education and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.

3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus, going to or returning from school during school-sponsored activities, or during intermission or recess periods.

4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

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

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

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

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

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

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

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

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

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

As a member of the school community a student enjoys certain rights and accepts certain responsibilities. These rights and responsibilities should be

emphasized equally. Following are the specific acts of misconduct which violate the standards of pupil conduct, along with the penalty for the violation.

#### **SPECIAL EDUCATION STUDENTS**

Discipline for special education students will be administered according to their individual educational programs and in accordance with Public Law 94-142 and other laws pertaining to special education students.

#### **OTHER CONSIDERATION**

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

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

#### **IV. DUE PROCESS**

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

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

No pupil shall be suspended from school unless:

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

**Any punishment shall be administered without malice.**

#### **V. IMPLEMENTATION**

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

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

The effective date shall be October 14, 1985.

A copy of the standards shall be available in the superintendent's office for public inspection.

*Students who misbehave in ISS will have additional ISS day(s) to serve or will be suspended, depending on the violation.*

*When the student returns, he/she will serve ISS days.*

#### **DISCIPLINE CODE ABBREVIATIONS**

ISS = In-School Suspension \*Served during school day doing school assignments.

Suspension = Out-of-School Suspension \*Student has loss of credit for

school work while out.

**Alternative School** = A program for students at risk of not earning a high school diploma.

### ***Student Code of Conduct***

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

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

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

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

**First Offense:**

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

**Subsequent Offense:**

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

2. **ASSAULT**

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

**First Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.

**Second Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:**

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

b. Attempting to kill or cause serious physical injury to another.

**First Offense:**

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

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

4. **DISPARAGING OR DEMEANING LANGUAGE** -- Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

**First Offense:**

Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension. Notification of incident to law enforcement

officials and documentation in student's discipline record.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Notification of incident to law enforcement officials and documentation in student's discipline record.

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

**First Offense:**

Principal/Student conference, in-school suspension, or 1-10 days out of-school suspension.

**Subsequent Offense:**

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

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

**First Offense**

Principal/Student conference, in-school suspension, or 1-10 days out of-school suspension.

**Subsequent Offense:**

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

7. **DRUGS/ALCOHOL**

a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia.

**First Offense:**

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

**Second Offense:**

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

**Subsequent Offense:**

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

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

**First Offense:**

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

**Second Offense:**

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

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

**First Offense:**

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

**Subsequent Offense:**

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

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

**First Offense:**

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

**Subsequent Offense:**

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

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

**First Offense:**

Principal/student conference, in-school suspension or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

**Subsequent Offense:**

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

11. **PORNOGRAPHY** -- The possession of pornographic materials is banned.

**First Offense:**

1-10 days ISS.

**Second Offense:**

1-10 days OSS.

**Subsequent Offense:**

1-180 days OSS.

12. **PUBLIC DISPLAY OF AFFECTION** -- Physical contact which is inappropriate for the school setting.

**First Offense:**

Principal/student conference, in-school suspension or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

**Subsequent Offense:**

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

13. **SEXUAL HARASSMENT** (see Board policy JBA)

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

**First Offense:**

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

**Subsequent Offense:**

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

b. Physical contact that is sexually harassing.

**First Offense:**

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

**Second Offense:**

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

**Subsequent Offense:**

1-180 days out-of-school suspension or expulsion and documentation in student's discipline record.

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

**First Offense:**

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

**Second Offense:**

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

**Subsequent Offense:**

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

**15. TOBACCO**

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

**First Offense:**

Principal/Student conference or in-school suspension.

**Subsequent Offense:**

In-school suspension or 1-10 days out-of-school suspension.

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

**First Offense:**

In-school suspension or 1-3 days out-of-school suspension.

**Subsequent Offense:**

In-school suspension or 1-10 days out-of-school suspension.

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

**First Offense:**

Principal/Student conference or 1-3 days in-school suspension.

**Subsequent Offense:**

3-10 days in-school suspension.

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

**First Offense:**

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

**Second Offense:**

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

**Subsequent Offense:**

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

**18. WEAPONS (see Board policy JFCJ)**

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

**First Offense:**

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

**Subsequent Offense:**

11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

b. Possession or use of a firearm as defined in 8 U.S.C. 921 or 571.010, RSMo.

**First Offense:**

One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

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

**Other Offenses**

**1. CHEATING/PLAGIARISM**

**First Offense:**

Receive "0" and warning

**Second Offense:**

ISS (1 day)

**Third Offense:**

ISS (3 days)

**Fourth Offense:**

Suspension (3 school days)

**Fifth Offense:**

Suspension (10 school days)

**Sixth Offense:**

Suspension (10 school days)

**2. CHEATING/PLAGIARISM in contest**

**First Offense:**

Not allowed in that contest the following year

**3. ELECTRONIC TECHNOLOGY**

**First Offense:**

Cell phones will be confiscated by the principal and must be picked up by a parent only. In order to retrieve the phone, the parent must sign a release form stating that subsequent offenses will result in ISS.

**Second Offense:**

ISS (3 days)

**Third Offense:**

ISS (5 days)

**Thereafter:**

Suspension

**4. LITTERING of school premises**

**First Offense:**

Clean up the campus for 1 hour

**Second Offense:**

Clean up the campus for 2 hours and ISS (1 day)

**Third Offense:**

Clean up the campus for 3 hours and ISS (2 days)

**Fourth Offense:**

ISS (5 days) and clean up the campus for 3 hours

**Fifth Offense:**

Suspension (2-5 days) and clean up campus

**5. INDECENT EXPOSURE**

**First Offense:**

Suspension (1-10 school days)

**Second Offense:**

Suspension (11-90 school days)

**Third Offense:**

Expulsion

**6. PARKING LOT/ RIDING VIOLATION**

**First Offense:**

ISS (1 day)

**Second Offense:**

ISS (3 days)

**Third Offense:**

Suspension (3 school days)

**Fourth Offense:**

Suspension (5 school days)

**Fifth Offense:**

Suspension (10 school days)

**7. REFUSAL to work on assignments during class period**

**First Offense:**

Administrator conference, warning, and letter

**Second Offense:**

ISS (1-2 days)

**Third Offense:**

ISS (2-3 days)

**Fourth Offense:**

Suspension (3 school days), ISS (5 days)

**Fifth Offense:**

Suspension (4-6 school days)

**Thereafter:**

Suspension (10 school days)

**8. VIOLATION OF ON-CAMPUS POLICY**

**First Offense:**

ISS (2 DAYS)

**Second Offense:**

ISS (4 days)

**Third Offense:**

ISS (5 days)

**Fourth Offense:**

Suspension (5 school days)

**Fifth Offense:**

Suspension (10 school days)

**9. All other offenses not listed**

Punishment as determined by school administration

***Tardies***

Tardiness defined: Any student entering the classroom doorway after the tardy bell has quit ringing. Tardy Discipline Policy: ISS (1) will occur on the 4th unexcused tardy in a single class or 7th unexcused tardy in the full schedule of classes during each quarter. Each subsequent unexcused tardy will result in (1) ISS. On the 11th tardy and each tardy thereafter, students will be assigned OSS one day.

***Corporal Punishment***

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor without a witness. Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the

same. A staff member may, however, use reasonable physical force against a student without advanced notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

### ***Transportation Policy***

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

### ***Bus Discipline Policy***

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

### ***Bus Discipline Procedures***

A. The bus driver is responsible for referring discipline problems to the principal through use of the Bus Incident Report. The driver will give all copies of the incident report to the principal or to the transportation supervisor.

B. A student may be suspended from transportation and/or school as a result of misconduct on the bus. This action can be taken only by the principal or his/her designee. The student will be permitted to ride the bus until his/her parents have been notified of the suspension.

C. Students are expected to adhere to rules of conduct which govern student behavior in the school district.

D. During the suspension of bus privileges, it shall be the parent's or guardian's responsibility to provide the student's transportation to and from school. Suspension of bus privileges does not provide for excused absence.

E. A driver cannot refuse to transport a student providing it is his/her regularly assigned bus, unless the driver has reason to believe that the student would be a danger to himself or the other students. If this action is taken the principal must be contacted immediately.

F. The principal has the power of assignment of students to other buses as he/she determines necessary.

### ***Mansfield R-IV Bus Discipline Code***

Each of the following offenses will receive the same punishment as described below.

1. MISCONDUCT/DISRUPTIONS
2. HARMFUL/DISRUPTIVE behavior, devices, items, etc.
3. LEWD/OBSCENE materials
4. PROFANITY, DEGRADING language and GESTURES  
(directed at fellow students)
5. GAMBLING/EXTORTION
6. BOISTEROUS MISCONDUCT (wrestling, scuffling, tripping, harassment, threatening bodily harm, etc.)

**First Offense:**

Conference, warning, parent notification by principal

**Second Offense:**

Conference, warning, parent notification by principal

**Third Offense:**

Suspension from riding all buses (1 school day)

**Fourth Offense:**

Suspension from riding all buses (3 school days)

**Fifth Offense:**

Suspension from riding all buses (5 school days)

**THEREAFTER:**

5 school days of suspension, one day ISS for each succeeding offense

## ***SCHOOL PLAGIARISM POLICY***

Mansfield Schools has zero-tolerance for the act of plagiarism in any class, subject, or activity representing Mansfield R-IV School.

*What is zero-tolerance?*

We allow no exceptions. This means you will receive a zero for all plagiarized assignments, works, and/or activities with no second chances.

*What is plagiarism?*

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

*What are the different types of plagiarism?*

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

*How do I avoid plagiarism?*

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

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

*How many consecutive words can I copy without giving credit to the source?*

**4, Four, Cuatro, Quatre, IV. No matter how many ways it's written, if you copy four or more consecutive words, then you must give credit to your source.**

*What is giving credit to or citing your source?*

It is informing your readers where you found your information/ideas.

*How do I cite my sources?*

MLA documentation will be used as the citation format, unless otherwise stated and supplied by the teacher.

**Parenthetical (in-text) citations:** citing your sources within the body of the paper. The number of citations allowed per paper or activity may vary according to the assignment and/or teacher.

\*See examples on previous page.

**Works Cited Page:** A separate page listing **only** the sources used parenthetically within the body of the paper.

\*\*See example on next page.

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

*What are the consequences of plagiarism?*

**All plagiarized assignments in each individual class/ subject will receive a zero with no second chance.** If the assignment entails writing a rough draft and you plagiarize, you will receive a zero on the rough draft. However, it is still possible to correct your mistakes and turn in an acceptable final copy. If the final copy is plagiarized, then the student will receive a zero with no second chance allowed. This pertains to each individual assignment in each individual class/subject.

Plagiarizing can result in suspension or dismissal from clubs, organizations, and activities, including competitions, depending on the constitution and/or by-laws for membership.

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Works Cited\*\*

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

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

"Paraphrase: Write It In Your Own Words." Online Owl Writing Lab. OWL at Purdue University. 1995-2004. Purdue University. 31 August 2005

<[http://owl.english.purdue.edu/handouts/print/research/r\\_paraphrEX1.html](http://owl.english.purdue.edu/handouts/print/research/r_paraphrEX1.html)>

**A paraphrase is...**

- your own rendition of essential information and ideas expressed by someone else, presented in a new form.
- one legitimate way (when accompanied by accurate documentation) to borrow from a source.
- a more detailed restatement than a summary, which focuses concisely on a single main idea.

**Paraphrasing is a valuable skill because...**

- it is better than quoting information from an undistinguished passage.
- it helps you control the temptation to quote too much.
- the mental process required for successful paraphrasing helps you to grasp the full meaning of the original.

**Six Steps to Effective Paraphrasing**

1. Reread the original passage until you understand its full meaning.
2. Set the original aside and write your paraphrase on a note card.
3. Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
4. Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
6. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

**Some examples to compare**

**The original passage:**

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore,

you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. *Writing Research Papers*, 2nd ed. (1976): 46-47.

**A legitimate paraphrase:**

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

**An acceptable summary:**

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

**A correct way to direct quote:**

"Probably only about 10% of your final manuscript should appear as directly quoted matter" (Lester 46-47).

**A plagiarized version:**

Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.

After reviewing this, try an exercise on paraphrasing at [http://owl.english.purdue.edu/handouts/print/research/r\\_paraphrEX1.html](http://owl.english.purdue.edu/handouts/print/research/r_paraphrEX1.html).

## ***A+ Basics***

### ***What are the goals of an A+ School?***

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

### ***What are the student benefits?***

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

### ***What are the student's responsibilities?***

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

1. Attend a designated A+ School for three consecutive years prior to high school graduation.
2. Graduate from high school with a grade point average equivalent to 2.5 points or higher on a 4-point scale (6.875 on an 11-point scale).
3. Have at least a 95 percent attendance record for all four years of high school.
4. Perform 50 hours of unpaid tutoring or mentoring.
5. Maintain a record of good citizenship and avoidance of the unlawful use

of drugs and/or alcohol.

### ***What about other responsibilities after graduation?***

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

1. Have enrolled and attend on a full-time basis a Missouri public community college or vocational-technical school.
2. Maintain a GPA of 2.5 points or higher on a 4-point scale.

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

## ***Graduation***

### ***Mansfield Graduation Requirements***

*The Board of Education has set the following graduation requirements:*

For grades 9 - 12

- English, 4 credits (English I, II, III, and a fourth credit required)
- Mathematics, 3 credits (Algebra A being the lowest course)
- Science, 3 credits (physical science, biology, and a third credit required)
- Social studies, 3 credits (American history, world history, government (1/2), and history elective) required)
- Personal finance, 1/2 credit
- Physical education, 1 credit
- Practical arts, 1 credit (industrial technology, agriculture, family and consumer science, or business)
- Fine arts, 1 credit (art or music)
- Health, 1/2 credit
- Electives, 8

Total of 25 credits required for graduation.

\*Courses offered and their descriptions can be found in the *Career Pathways and Course Descriptions Handbook*.

## ***Graduate Goals***

### ***The Show-Me Standards***

The 73 Show-Me Standards have been adopted by the Mansfield R-IV School District as its "graduate goals."

The standards are intended to define what students should learn by the time they graduate from high school.

The first part is 33 "performance" standards, listed under four broad goals.

The second part is 40 "knowledge" standards, listed in six subject areas.

Taken together, they are intended to establish high expectations for Mansfield students. These standards do not represent everything a Mansfield student will or should learn. However, graduates who meet these standards should be well-prepared for further education, work, and civic responsibilities.

The Mansfield curriculum has been aligned to the Show-Me Standards.

### ***Goal One***

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

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

1. develop questions and ideas to initiate and refine research.
2. conduct research to answer questions and evaluate information and ideas.
3. design and conduct field and laboratory investigations to study nature and society.
4. use technological tools and other resources to locate, select, and organize information.
5. comprehend and evaluate written, visual, and oral presentations and works.
6. discover and evaluate patterns and relationships in information, ideas, and structures.
7. evaluate the accuracy of information and the reliability of its sources.
8. organize data, information, and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation.
9. identify, analyze, and compare the institutions, traditions, and art forms of past and present societies.
10. apply acquired information, ideas, and skills to different contexts as students, workers, citizens, and consumers.

### ***Goal Two***

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

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

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

### ***Goal Three***

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

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

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

### ***Goal Four***

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

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

1. explain reasoning and identify information used to support decisions.
2. understand and apply the rights and responsibilities of citizenship in Missouri and the United States.
3. analyze the duties and responsibilities of individuals in societies.
4. recognize and practice honesty and integrity in academic work and in the workplace.
5. develop, monitor, and revise plans of action to meet deadlines and accomplish goals.
6. identify tasks that require a coordinated effort and work with others to complete those tasks.
7. identify and apply practices that preserve and enhance the safety and health of self and others.
8. explore, prepare for and seek educational and job opportunities.

### ***Communication Arts***

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

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

### ***Mathematics***

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

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

### ***Science***

*In Science, students in the Mansfield School District will acquire a solid foundation which includes knowledge of...*

1. properties and principles of matter and energy.
2. properties and principles of force and motion.
3. characteristics and interactions of living organisms.
4. changes in ecosystems and interactions of organisms with their

environments.

5. processes (such as plate movement, water cycle, air flow) and interactions of Earth's biosphere, atmosphere, lithosphere and hydrosphere.

6. composition and structure of the universe and the motions of the objects within it.

7. processes of scientific inquiry (such as formulating and testing hypotheses).

8. impact of science, technology and human activity on resources and the environment.

### ***Social Studies***

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

1. principles expressed in the documents shaping constitutional democracy in the United States.

2. continuity and change in the history of Missouri, the United States and the world.

3. principles and processes of governance systems.

4. economic concepts (including productivity and the market system) and principles (including the laws of supply and demand).

5. the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment.

6. relationships of the individual and groups to institutions and cultural traditions.

7. the use of tools of social science inquiry (such as surveys, statistics, maps, documents).

### ***Fine Arts***

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

1. process and techniques for the production, exhibition, or performance of one or more of the visual or performed arts.

2. the principles and elements of different art forms.

3. the vocabulary to explain perceptions about and evaluations of works in dance, music, theater, and visual arts.

4. inter-relationships of visual and performing arts and the relationships of the arts to other disciplines.

5. visual and performing arts in historical and cultural contexts.

### ***Health and Physical Education***

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

1. structures of, functions of, and relationships among human body systems.

2. principles and practices of physical and mental health (such as personal health habits, nutrition, stress management).

3. diseases and methods for prevention, treatment and control.

4. principles of movement and physical fitness.

5. methods used to assess health, reduce risk factors, and avoid high-risk behaviors (such as violence, tobacco, alcohol and other drug use).

6. consumer health issues (such as the effects of mass media and technologies on safety and health).

7. responses to emergency situations.

### **The Show-Me Standards: Knowledge + Performance = Academic Success**

Mansfield students must build a solid foundation of factual knowledge and basic skills in the traditional content areas. The statements on previous pages represent

such a foundation in reading, writing, mathematics, world and American history, forms of government, geography, science, health, physical education, and the fine arts.

This foundation of knowledge and skills is also incorporated into courses in vocational education and practical arts. Students acquire this knowledge base at various grade levels and through various courses of study. Each grade level and each course sequence build on the knowledge base that students have previously acquired.

These concepts and areas of study are significant to success in school and in the workplace. However, they are neither inclusive nor are they likely to remain the same over the years. We live in an age in which "knowledge" grows at an ever-increasing rate, and our expectations for students must keep up with that expanding knowledge base.

Combining the two parts of the Show-Me Standards, which are the Mansfield graduate goals, is a key part of the Mansfield School District curriculum. The standards are built around the belief that the success of Mansfield students depends on both a solid foundation of knowledge and skills and the ability of students to apply their knowledge and skills to the kinds of problems and decisions they will likely encounter after they graduate.

The academic standards incorporate and strongly promote the understanding that active, hands-on learning will benefit students of all ages. By integrating and applying basic knowledge and skills in practical and challenging ways across all disciplines, students experience learning that is more engaging and motivating. Such learning stays in the mind long after the tests are over and acts as a springboard to success beyond the classroom.

These standards have served as a blueprint from which the Mansfield School District has written a challenging curriculum to help all students achieve their maximum potential.

### ***Health Services***

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

### ***Board of Education Policy***

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

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

### ***Philosophy***

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

### ***Goal***

To provide health professionals, which would include registered nurses and licensed physicians, to aid children and youth in developing their full potential. To promote optimal health, thereby enabling students to take advantage of educational opportunities.

### ***Objectives***

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

### ***Illness or Injury***

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

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

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

In cases of serious injury or illness, the school nurse should be notified immediately. The Emergency Medical Service (EMS), phone 911, may also be called. The nurse and/or medical personnel will care for the student, and the parent/guardian will be contacted as soon as possible. If the injury or illness requires immediate attention and the school is unable to locate a parent/guardian, emergency care will be provided by school personnel and/or

emergency medical personnel, and the student may be taken to a hospital emergency room or to the local physician (medical advisor to the school). When the parent has no phone, every reasonable effort will be made to locate a member of the family, a relative, or someone designated by the parent/guardian who will assume responsibility for the care of the child. If no one can be reached, the child must remain at school until proper arrangements can be made, except in emergencies which require immediate medical attention. The school district is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid.

## **Medication/Diseases**

### **Medication Administration**

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

### **Acetaminophen (Tylenol)**

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

### **Prescription and Non-Prescription Medicine**

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

### **Verification**

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

### **Daily Medication**

Some students are required to take medication on a daily basis at school. The parent or guardian must send the medication to school in its original container labeled with the physician's prescription, accompanied by written

authorization and instructions for the school nurse or designee to give the medication.

This authorization must be signed by the parent and must include the following information: the name of the medication to be given, the reason the medication is being given, the amount, time and route the medication is to be given, possible side effects, and the termination date, if applicable.

The parent or guardian must inform the school nurse of any changes in the medication, schedule, dosage, or other modifications of the original order.

The physician may be contacted for additional information if it is required by the school nurse. The parent or guardian may be asked to sign a release of medical information for this purpose.

### ***Confidentiality***

Any information obtained by the school nurse is strictly confidential.

### ***District Rights***

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

### ***Prevention and Control of Disease***

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

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

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

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

### ***Illness***

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

\*The child has a fever. He/she should be free of fever for 24 hours without medication to reduce fever before returning to school. Temperatures that are normal in the morning will often be elevated by afternoon. ALERT! Recent research has shown an association between the development of Reye's Syndrome (a disease that affects the brain and liver) and the use of aspirin for treating influenza-like illnesses, chicken-pox, and colds. The use of non-aspirin pain relievers/fever reducers is strongly recommended.

\*The child is vomiting or has continuous diarrhea (anti-nausea drugs should not be given unless ordered by your physician). A physician should be contacted if the vomiting or diarrhea lasts longer than 24 hours or becomes severe.

\*The child has a persistent cough.

\*The child develops a generalized skin rash (all over the body).

### ***Head Lice Policy***

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

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

### ***Lice, General Information***

Identification: These insect parasites are very small (1 to 5mm long, usually about the size of a sesame seed.) They vary in color and have hook-like claws and thumbs at the end of each of six legs, with which they grasp the shaft of the hair.

A person examining someone for head lice can usually see the crawling forms with the naked eye. The lice can be found anywhere in the hair.

The nits (grayish white, oval eggs) are attached firmly with a cement-like substance on a shaft of hair close to the scalp, usually at the nape of the neck and behind the ears.

Because it is impossible to know, without microscopic evaluation, if the nits are viable (capable of living), this "no-nit" policy is the only way to ensure that lice will not hatch and continue the cycle of infestation.

Mode of Transmission: Lice can be transmitted not only via person-to-person contact, but also by inanimate objects, such as coats, scarves, hair brushes, combs, towels, bedding, upholstered furniture, or carpets.

### ***Student Health Assessments***

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

### ***Vision Screening***

The objectives of the vision screening are to identify any vision deficits,

to make appropriate referrals for medical care, and to make any necessary adjustments in the student's school program to allow him/her to function to the best of his/her ability.

If a student fails the vision screening, a letter will be sent to the parent/guardian, and follow-up care will be suggested.

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

### ***Hearing Screening***

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

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

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

### ***Dental Screening***

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

### ***Speech Screening***

The speech therapist conducts all speech screenings. Parents are notified in writing if a referral is appropriate.

The school nurse can assist in making arrangements for medical and/or dental care that may be necessary. Providing information to parents or guardians regarding community, government, and private resources that may be available is vital to ensure the continued good health and safety of all the children in the district.

### ***Missouri School Immunization Requirements***

\* All students must present documentation of up-to-date immunization status, including month, day and year of each immunization, before they can attend school.

\* The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period (meaning 4 or fewer days prior to the recommended interval or age), so students in all grade levels may receive immunizations up to 4 days before they are due.

\* For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current ACIP Schedule, including all spacing, (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>).

\* To remain in school, students "in progress" must have an Imm.P.14 form (which includes appointment date for needed immunization(s)) on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (For example, hep B vaccine series was begun, but the child is not yet eligible to receive the next dose in the series.)

In progress does not apply to the Tdap or Td booster.

\* Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

### Doses Required by Grade

Grades 9-11	4	DTaP
Grade 12	3+	DTaP
Grades 9-12	3+	IPV (Polio)/Hepatitis B
		Tdap or Td required 10 years after last DTap, DTP, or DT.
		2 measles, 1 mumps, 1 rubella required; however, 2 MMRs are highly recommended.
		Varicella - No doses required; however, vaccination is highly recommended.

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1. Last dose on or after fourth (4th) birthday and last dose of pediatric pertussis before seventh (7th) birthday. **Maximum needed:** six (6) doses.
  2. Tdap, which contains pertussis vaccine, is required for students enrolled in grade eight (8) who have completed the recommended childhood DTP/DTaP vaccination series and have not received a Td booster dose within the past two (2) years. For grades 9-12, a Tdap or Td booster is required ten (10) years after the last dose of DTap, DTP, or DT. Tdap may be given at any time in the event of a pertussis outbreak situation.
  3. Last dose must be administered on or after fourth (4th) birthday.
  4. Kindergarten: As satisfactory evidence of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
- Grades 1-5: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
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Upon enrollment the school nurse will review the immunization record of each new student. If the student is not in compliance with the state requirements the nurse will provide the parent/guardian with the information so the student will be in compliance.

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

If there are religious objections, the parent must sign the appropriate form and return it to the school nurse. (Forms are available from the school nurse.)

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

Students will be excluded from school if they are not in compliance with these requirements. If a student is exempt from immunizations for medical or religious beliefs and an outbreak of an illness occurs that they are not immunized against, they will be excluded from school until the state health department declares that it is safe for them to return. (For example, from the Missouri Department of Health immunization guidelines: "in the event of a probable or confirmed case of mumps in a student, exclusion of susceptible students from affected schools and schools judged by local public health authorities to be at risk for transmission should be considered. Pupils who have been exempted from mumps vaccination should be excluded until at least 26 days after the onset of infection in the last person with mumps in the affected school.")

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