MANSFIELD HIGH SCHOOL

Student Handbook 2026-2027

Principal
Russ Booth

Assistant Principals
Lisa Giuliano
Nick Schlierf

www.mansfieldschools.com

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

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

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

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

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

Nondiscrimination Statement and Anti Harassment Procedures - #AC,#AC-R #ACA, #ACE

The Mansfield Public Schools prohibits unlawful discrimination, harassment (including sexual harassment), and retaliation against anyone based on race (including traits historically associated with race including, but not limited to, hair texture, hair type, hair length and protective hair styles), color, age, disability, sex (including pregnancy, pregnancy-related conditions, or recovery from these conditions, including but not limited to, lactation), sexual orientation, gender identity or expression, religion or religious belief, national origin, ethnicity, ancestry, retaliation, marital status, familial status, genetic information, veteran or military status, limited English proficiency, homelessness, or any other class of individuals protected from discrimination under state or federal law in education, admission, access to or treatment in, its programs, services, benefits, activities, and terms and conditions of employment. To file a discrimination complaint, use the district incident reporting form

The District's Title IX and Civil Rights Compliance Officer is Amy Bright 508-261-7500 / Amy.Bright@mansfieldschools.com.

MANSFIELD PUBLIC SCHOOL SYSTEM DIRECTORY

www.mansfieldschools.com

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Assistant Principals: Lisa Giuliano, Nick Schlierf

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School Resource Officer	
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School Resource Officer	
Detective Andrew Kelley	(508) 261-7540

Mansfield School Committee
Chair: Jenn Walsh **Vice Chair:** Jenifer Sellon
Lynn Cavicch Diane Ready
Jamie Vitonis

[Mansfield School Committee Policy Index]

Please note that updates to the handbook will continue to be made as policies are reviewed and approved by the School Committee.

The Student Handbook serves as the primary reference document for school-based staff and administrators in the implementation of school expectations, procedures, and policies. Students and families are encouraged to familiarize themselves with the contents of the handbook and remain informed of any revisions throughout the school year.

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HANDBOOK for MANSFIELD HIGH SCHOOL GRADES 9-12

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

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BELIEFS, EXPECTATIONS AND COMMUNICATION

DISTRICT RIGHTS & RESPONSIBILITIES

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

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

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

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

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

DISTRICT MISSION/VISION

Mission

The Mansfield Public Schools supports each student so they feel recognized and valued. All students are empowered academically, socially, and emotionally so they can reach their maximum potential.

Vision

The Mansfield Public Schools will foster an environment where all students share a sense of belonging and experience academic and personal growth. We will inspire and empower active and engaged learners, citizens, innovators, and communicators.

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Core Values

Belonging - We build a supportive and understanding community through kindness, respect, and empathy.

Collaboration - We work together, share ideas, respect each other, and celebrate our achievements as a community.

Curiosity - We question, explore, and discover in order to foster a love of learning, not just for school but for life.

Integrity - We are honest and do the right thing, even when no one is watching.

Resilience - We adapt and grow in the face of adversity, always persevering and continuing to try.

Vision of Graduate

Mansfield's adopted Vision of the Graduate illustrates the community's interest in celebrating the achievement of four "M-Powered" competencies for all their students as they walk the stage on graduation day. The vision of the graduate focuses on the following areas of development for each student:

Empowered Learner
Curious, motivated, and equipped to know more and understand more.

Empowered Citizen
Responsible, respectful, and ethical to celebrate differences and positively interact in all communities.

Empowered Innovator
Creative, resourceful and resilient to dream, imagine, and do.

Empowered Communicator
Attentive, strategic, and articulate to understand and to be understood.

HANDBOOK POLICIES & PRACTICES #CHCA & CHCA-E

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

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

SCHOOL—HOME COMMUNICATION

ASPEN STUDENT PORTAL

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

FAMILY X2/ASPEN PORTAL

Families should use the Family X2 Aspen Portal to access important student information, including academic progress, attendance, transportation, homeroom assignments, report cards, and calendars.

The portal helps parents/guardians stay informed about each child's progress in school and track important dates and events. Families of students in grades 6–12 can also view assignments and grades in real time.

Each family and student has a separate login. A parent/guardian login allows access to all children connected to that family account, while a student login allows access only to the individual student's account.

Accessing the Portal

To access the Family Portal:

1. Open your internet browser and turn off any pop-up blockers.
2. Visit the district website and select the X2 Aspen Student and Family Portal link, or go directly to: https://ma-mansfield.myfollett.com/aspen-login/?deploymentId=ma-mansfield
3. Enter the login ID and password provided to Contact 1 by the school.

Portal Features

Once logged in, families will have access to the following areas:

- **Family:** View the student(s) connected to the family account.

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- **My Info:** Use the side tabs to view student details, contacts, attendance, and other information.
- **Academics:** Select a course to view course details. Use the Assignments side tab to view assignment and grade information.
- **Calendar:** View assignments and important dates. Families may use the Preferences side tab to color-code courses.
- **Help:** Select **Help > User Guide > Family Portal** for additional information about portal features.

Login Support

Classroom teachers do not have access to family usernames or passwords.
If a parent/guardian forgets their login information, they should contact the Main Office of their child's school. An email reminder will then be sent to Contact 1.
After five unsuccessful login attempts, the account will be locked. To unlock an account, families must complete a help desk ticket on the district website:
https://help.mansfieldschools.com/

BULLETINS & ANNOUNCEMENTS #KDD & EBCE

Some notices of club meetings, athletic and social events, general information and specific instructions are read during the first two to four minutes of the first block of each day. Such notices should be brief and should be provided to the main office by the previous day at 2pm. Special notices may be announced over the intercom, but every effort will be made to keep these to the barest minimum. All morning announcements are posted in front of the main office and on the MHS website.

CONFERENCES (SCHOOL)

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

CURRICULUM NIGHT

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

CUSTODY ISSUES

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

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GIFTS TO EMPLOYEES #GBEBC

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

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

- **Individual Gifts**: Under state law, public school teachers and other public employees are generally prohibited from accepting gifts valued at $50 or more (aggregated) for the school year. Public employees are required to disclose gifts received from individual students and parents/guardians that are not class gifts.
- **Group Gifts**: An exemption exists for "class gifts", whereby a public school teacher is allowed to accept a personal gift or several gifts during the school year, from a class, club/activity or team, with a total value of up to $150, if a group of students and/or parents wish to pool their contributions toward a group gift. Such a gift must be identified only as being from the class, and the identity of givers and amounts given are not identified to the recipient.
- **Gifts to the Classroom, Program or the School**: Families may also give gifts to the classroom, to academic, co-curricular and extracurricular programs, or to the school or District, in accordance with the rules of the Mansfield Public Schools.

TB RISK ASSESSMENT AND FOREIGN TRAVEL

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

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

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

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PARENT ORGANIZATIONS

Mansfield Special Education Parent Advisory Council (MSEPAC)

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

School Council #BDFA

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

SCHOOL MESSENGER

The Mansfield Public Schools use the School Messenger notification system to communicate important information to parents/guardians that needs to be distributed immediately. Information can be sent to personal email accounts and telephone numbers on file with the school.

Parents and Guardians School Notifications

Mansfield Public Schools is updating our notification system to a new platform from Apptegy. As part of this update, there are a few changes to be aware of:

Who will be notified?

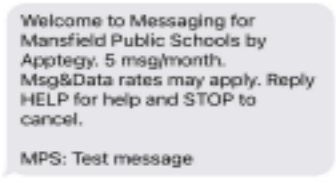
With our new system we are able to notify contacts listed in our student information system as a contact priority 1 or 2. Please refer to the Student Emergency Contact Form provided by the school to identify who is listed as contact priority 1 or 2 and make updates with the school accordingly.

How will we notify you?

The three notification types are: Phone, Email and SMS (see below for description of SMS).

Is there an "Opt In" requirement to receive SMS notifications?

No. If you are a contact priority 1 or 2 AND you have provided a cell phone number to us, you will automatically receive SMS notifications.



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The first SMS from our new platform, it will look like this --------->

Subsequent messages from us will look like this: —>

Please Note: *5msg/month is an average volume and is standard language in the initial SMS from Apptegy. Msg&Data rates are dependent on the cell phone plan you have with your cell provider.*

What shortcode will the message be from?
Apptegy uses a shortcode of 98900 and the prefix for the message will be MPS

How can you Opt Out after the first SMS notification?
You can Opt Out from receiving SMS messages at any time by responding STOP to a message

Important Information:
● Please be sure to review your Student Emergency Contact Form to ensure that all information for contact priority 1 and 2 are accurate and updated according to your notification preferences.

● In the event of a school emergency, you will be contacted using ALL methods we have on record for you, including phone, email and SMS message.

SMS stands for Short Message Service and is commonly referred to as a “text message”. Most cell phones support this type of text messaging. Our notification provider uses a SMS protocol developed by the telecommunications industry specifically for mass text messaging referred to as “short code” texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers.

SCHOOL-RELATED PROBLEMS AND CONCERNS

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

1. Any concerns regarding a school-related matter should first be raised by the parent/guardian with the staff member most directly involved.
2. If the matter remains unresolved, the parent may wish to speak with the Department Head, Assistant Principal or building Principal. Appointments can be scheduled by contacting the office.
3. If the matter is still unresolved, the parent may wish to speak with the Superintendent. For appointment, call the Superintendent’s Office at 508-261-7500.
4. If the matter remains unresolved, the parent may wish to bring to the attention of the School Committee by writing a letter to the Mansfield School Committee at

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Mansfield Public Schools, 2 Park Row, Mansfield, MA 02048 or e-mailing the Committee at school.committee@mansfieldschools.com.

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

VISITORS #KI

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

Raptor Visitor Management System

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

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

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

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

VOLUNTEERS

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

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

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ACADEMIC/SCHOLASTIC INFORMATION

REPORT CARDS/GRADING PORTAL

Students will receive electronic report cards via Aspen/X2 at the end of each quarter. Final report cards will be mailed home in June. Teachers will post all student grades counted towards each term's final average in the district's student management system, which will be online for students and parents to view except at times when the portal is open for term grading. Grades will be posted in the system within 5 days of when the assignment was graded.

EXAMS

Final Exams:
Final exams are scheduled during the last week of the school year. Students are expected to attend all scheduled exam periods for each of their classes.

All exams must be completed during the designated exam window. Students may utilize scheduled make-up exam periods during exam week; however, exams may not be taken prior to exam week unless prior approval is granted by administration.

Students who miss an exam due to sickness or other extenuating circumstances must receive administrative approval to complete a make-up exam. In such cases, exams must be completed within a timeframe determined by administration.

Senior Exemption From Final Exams:
As a privilege for seniors in good academic standing, students may be exempt from taking a semester and/or final exam.
To be eligible:

- Students must have a minimum cumulative average among the first three quarters of an 88 or higher in the course
- Students must have a minimum quarter 4 average of 80 one week prior to the scheduled exam date
- Students must have four or fewer unexcused class absences in Quarter 4 to be eligible
- This opportunity is available to seniors only

Additional expectations:

- Students may elect to take the exam to improve their grade and must communicate this decision to the teacher prior to the exam date.
- Seniors who are exempt from an exam do not need to attend the exam period.

HOMEWORK #IKB-R

Parents/guardians and students themselves should hold the primary right to control time

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beyond the school day. Students gain valuable knowledge and grow and develop from participation in athletics and the arts, volunteering, spending time with family and loved ones, working jobs, participating in religious communities, managing household and family duties, and pursuing their own particular interests. Teachers can best support the wellbeing of students by regularly considering whether additional practice or extension is truly necessary before assigning homework and potentially diverting time away from these other valuable activities.
Teachers should be afforded trust and latitude to exercise their professional judgment in assigning the homework necessary to best support the academic goals of students. Student academic success will increase relative to the amount of effort each student puts into their studies. Parents/guardians can best support student achievement by establishing family protocols regarding when and where homework should be done, and by allowing for regular homework time within their child's schedule.

Homework assignments should be created thoughtfully and assigned judiciously. Homework assignments should not be given to students that require resources and references that are not accessible to them. Good homework assignments meet the following expectations: they are designed with the express purpose of motivating and engaging students outside of school; they are developmentally appropriate and constructed flexibly to best support individual learning needs; they directly support and/or enrich the curriculum. Finally, the grading of homework should be deemphasized; if homework is not being completed, teachers should attempt to "diagnose" the problem and communicate with the family.

Building principals will ensure teachers develop and implement an effective homework plan in their classrooms that is consistent with district policy and school handbook language. School level-specific items will be included in Student Handbooks and will address the following issues related to homework: minute restrictions; students with disabilities; accommodations; differentiation; weekends, vacations, and recess; contribution to weighted average; homework missed as a result of absence, and coordination of homework between general education teachers, special education teachers, and interventionists.

State and federal laws require schools to make reasonable accommodation to the religious needs of students and employees in observance of holy days. Mansfield Public Schools appreciates and understands that religious observances often involve family activities. Students should not be expected to complete homework, study for tests, or complete other schoolwork during their absence or observance. Students will be given the opportunity to make up this work within the appropriate amount of time determined by the teacher.

At the high school level, research supports that homework can positively impact learning. The more effort students put into their learning, the greater academic gains they make

- Homework should not be assigned over Thanksgiving and December vacations.

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- Routine homework should not exceed 20% of the total weighted grade average for a course.
- Homework, if assigned, should not exceed 2.5 hours per night total for all courses (~25 min. per course).
- Students enrolled in Advanced Placement (AP) courses should expect more homework every night, following the curriculum set by the College Board for each course.
- Homework assignments should be developmentally appropriate and constructed flexibly to best support individual learning needs. Consideration will be given to students with disabilities when assigning homework to ensure students are able to access and complete assigned tasks. General education teachers should coordinate with the service providers as needed to ensure accessibility.
- If homework is missed because of absence, make-up work will be provided to the student upon return, and the student will receive a minimum of one day for every day absent.
- If summer assignments are given, they should be accompanied by instructions indicating how a student with questions would seek guidance/assistance during the summer. Students enrolled in AP courses may have summer assignments, following the curriculum set by the College Board for each course.

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

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

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

Courses should be selected with the intent of achieving academic success while challenging individual personal development. Students must enroll in a minimum of 50% core-academic

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courses each year. It is recommended that college-bound students enroll in a minimum of 2/3 core-academic courses each year.

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

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

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

DESCRIPTION OF COURSE CHANGES

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

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- Comprehensive: Courses prepare students to continue their education at two-year colleges, or for the workplace. Comprehensive courses develop reading, writing, verbal, conceptual, mathematical and study skills through a variety of classroom activities and may require outside preparation.

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

- AP courses are available to students in grades 10, 11 and 12.
- Grade 10 offerings are AP European History and AP Computer Science.
- Typical grade 11 choices are AP English Lang/Comp, AP Biology, AP US History, AP European History, AP Statistics, AP Computer Science, AP Art History, and AP Music Theory.
- Grade 12 offers greater AP opportunities because more prerequisites have been achieved, however, students will be required to make choices -- student demands, as well as sections offered, affect opportunity.
- Knowing prerequisites and expectations early in a student's high school career (grade 10) is highly recommended.
- You are urged to review the AP Profile as outlined by each academic discipline. The syllabus of each class, which is reflective of a first year college course, is rigorous and demanding. The minimum standard is set by the College Board. Previous knowledge, a solid work ethic, and strong time management are requirements in all Advanced Placement level classes.
- Grade 10 students may enroll in a maximum of 1 AP course; Grade 11 students may enroll in a maximum of 4 AP courses; Grade 12 students may enroll in a maximum of 5 AP courses Please see the program of Studies for further details.

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

The College Board requires every AP course syllabus to be submitted for audit. This audit ensures that the class meets the required rigor and allows Mansfield High School to be declared

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as AP certified. In the Mansfield High School Program of Studies, profiles of expectations follow each course description and should be carefully reviewed before a student seeks registration.

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

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

AP FEES AND FINANCIAL ASSISTANCE

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

GRADUATION REQUIREMENTS

Grade **Class of**	**9** **2029**	**10** **2028**	**11** **2027**	**12*** **2026**
Number of credits that must be earned	124	124	124	124
Number of courses that must be taken and passed: * **				

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English†	4	4	4	4
Mathematics (MA Colleges/Universities require 4 years.)	3	3	3	3
Social Studies††	3	3	3	3
Science	3	3	3	3
Wellness / Physical Ed. †††	4	4	4	4

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

*** Seniors must earn a minimum of 25 credits in their Senior Year to graduate.**

**** One unit of PE/Wellness must be in the students' Senior Year**

***** A unit is equivalent to a full year course except for Wellness/Physical Ed where one semester satisfies a unit.**

† The four English courses that satisfy this requirement are exclusive of electives.

†† All students must pass three courses in social studies, one of which must be American History 2.

††† All students must participate in a Wellness/Physical education course each year per MA state regulations. Students must pass up to four units of Wellness/Physical Education two of which must be comprehensive health courses and two physical education courses.

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

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

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STUDENT PROMOTION

Students must earn a minimum number of credits each year in order to be promoted to the next grade level as shown below:

Grade Level	Credit Requirements
9	20
10	55
11	90
12	124

Students who earn fewer than the required credits each year will be retained the following school year since they will be unable to graduate on-time through the traditional school day. Credit determination will be made in August, prior to the start of school, to allow students the opportunity to restore credits via summer school course offerings.

Credit Recovery Options

- A student is eligible for summer school if their final course average is **above 55**. Summer School notification is sent at the close of the school year. Summer School typically begins within 5 business days after the close of the school year and runs 3 weeks.
- Please note that not all courses are offered in summer school and/or course availability is subject to enrollment
- Students who lost credit due to unexcused absences have additional opportunities to restore credit by submitting an attendance appeal or participating in a voluntary Saturday detention to restore partial credit

WITHDRAWAL FROM CLASS

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

However if the parent/guardian feels that extenuating circumstances exist that warrant a schedule change they must submit their request for consideration in writing to the principal for review. The written request must clearly state the reason for the withdrawal along with any relevant documentation. This does not include a level placement change (A level placement

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change is done through the Course Change Form submitted to the appropriate department chair.). The principal will review the request and may schedule a conference with a student, parents, teachers, department chair and school counselor.

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

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

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

EXTRA HELP

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

RANK IN CLASS & GPA TO DETERMINE SALUTATORIAN AND VALEDICTORIAN

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

To receive consideration for and to be selected as Mansfield's valedictorian or salutatorian, a student must be enrolled for the entire sophomore and junior year at Mansfield High School. The GPA's for the top 5% of the senior class will be recalculated after the completion of the 3rd quarter of their senior year for the sole purpose of determining valedictorian and salutatorian.

Calculating the course-weighted GPA is accomplished as follows:

1. Convert each final grade to the 4.0 scale described below
2. Weight the final grades in accordance with the level of difficulty of the course. 0.5 is deducted from grades earned in Comprehensive level courses, 0.5 is added to grades earned in Honors level courses and 1.0 is added to grades earned in Advanced Placement courses.
3. Multiply the adjusted grade by the credits earned in the course.
4. Take the total product from (3) and divide by the number of credits attempted.
5. The quotient is the student's course-weighted GPA.
6. Any grade falling at 64 or below is a failing grade and earns 0.00 credit

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The chart below describes the conversions:

100 = 4.0	91 = 3.8	82 = 2.9	73 = 2.0
99 = 4.0	90 = 3.7	81 = 2.8	72 = 1.9
98 = 4.0	89 = 3.6	80 = 2.7	71 = 1.8
97 = 4.0	88 = 3.5	79 = 2.6	70 = 1.7
96 = 3.9	87 = 3.4	78 = 2.5	69 = 1.6
95 = 3.9	86 = 3.3	77 = 2.4	68 = 1.4
94 = 3.9	85 = 3.2	76 = 2.3	67 = 1.3
93 = 3.9	84 = 3.1	75 = 2.2	66 = 1.2
92 = 3.8	83 = 3.0	74 = 2.1	65 = 1.0

HONOR ROLL

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

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

STUDENT RECOGNITION

Every semester, MHS staff members have the opportunity to nominate students who embody the MHS Core Values and Social/Civic Expectations. Nominated students will receive notification and be invited to attend an in-school event in their honor.

SUMMER SCHOOL CREDIT

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

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HOME/HOSPITAL EDUCATION

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

STUDENT SUPPORT SERVICES

Therapy Assistance Dogs # IMGB

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

SPECIAL EDUCATION

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

SECTION 504

If a parent or teacher believes that a student may have a disability and requires classroom accommodations, that parent/guardian or teacher should contact Assistant Principal Jemilee Neely in writing and request an evaluation for accommodations under Section 504. Information regarding parental rights under Section 504 is available from the Principal, Russ Booth.

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

BUILDING CURRICULUM ACCOMMODATION PLAN
The Building Curriculum Accommodation Plan (BCAP) provides a list of resources and accommodations available to students and classroom teachers for Mansfield High School. The BCAP document is intended to support the efforts of educators to provide effective interventions for struggling learners.
The BCAP is available at www.mansfieldschools.com or by clicking on the following link - Building Curriculum Accommodation Plan.

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Mansfield Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

STANDARDIZED TESTING ACCOMMODATIONS:
College Board (AP, PSAT, and SAT) and ACT Tests- Students with IEPs or 504s may be entitled to PSAT/SAT/AP/ACT accommodations. The only way to receive these accommodations is to apply for them through the College Board (PSAT/SAT/AP) or the ACT Board (ACT). The application process for accommodations can take up to two months to complete; it is crucial that you begin the process early by notifying your school counselor of your intent to apply.
For questions regarding Standardized Testing Accommodations, please contact your child's school counselor at 508-261-7540.

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

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

ATTENDANCE

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ATTENDANCE POLICY & PROCEDURE #JH & JHB

School attendance is compulsory in Massachusetts for all persons between the ages of six (6) and sixteen (16) and research shows that students who regularly attend school are more likely to have success in school and careers (DESE, 2022). It is the shared responsibility of the student, their family, and the school to maintain a good attendance record. The most important aspect of learning occurs in the classroom setting, where teachers and students exchange ideas and analyze data. Absences preclude this interaction and should therefore be limited to instances of medical necessity, family emergency or individual obligation. When an absence is necessary, the parent or guardian should promptly contact the school and communicate the reason for the absence following the guidelines below. Make up work will be provided to the student upon return and the student shall receive a minimum of one day for every day absent.

When a student is absent from or tardy to school, the parent/guardian must present to the school office on the day the student returns the proper written documentation in order to excuse the absence/tardy indicating the date, the name of student, the days of absence/tardy and the reason for the absence/tardy. If the student needs to be absent/tardy to school please notify the main office regardless if the absence/tardy is excused. In addition, when a student is absent for five consecutive days or more a doctor's note must also be presented. If your child is marked absent for daily attendance the primary contact will receive notification via both automated call and email. It is the parents'/guardians' responsibility to check-in with your child and monitor their attendance via the Aspen/X2 portal.

A student who misses 8 or more days in a term is considered habitually truant and their failure to attend school without a valid excuse may warrant school personnel seeking help for the student and their family through supportive counseling, meetings and, if necessary, court action. Students are considered chronically absent when they have missed ten percent of the scheduled school days. Parents will be notified via postal mail if their student has 5 or more unexcused absences in the school year.

Students who are removed from school by their parent(s)/guardian(s) for more than ten (10) consecutive days for extended travel and not enrolled in another school or educational program may be withdrawn by the school administration and then re-enrolled upon their return.

Procedure to follow when a student is absent:

- The parent or guardian informs the school. Dial 508-261-7540, ext. 33500 and leave a voicemail message or email the school at mhsattendance@mansfieldschools.com.

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

- The parent or guardian provides proper written documentation indicating the student's name, the date(s) of absence, and the reason for the absence(s).
- The student presents the proper written documentation to a member of the

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administration or office staff upon returning to school. Lack of documentation may result in unexcused absences.

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Excusable Absences/Tardy

Absences or Tardiness shall be excused for the following reasons, with parents/guardians providing appropriate written explanation for the absence or tardiness of a child. This will be required in advance for types of absences when advance notice is possible:

- College visitation (Documentation must be from school visited; no more than five for seniors, no more than three for second-semester juniors)
- Documented court appearance (Notice from Court)
- Authorized school field trip (Excused by teacher after receipt of signed permission slip)
- Religious observances with parent/guardian letter
- Bereavements with parent/guardian letter
- Family emergency (parent/guardian submits written explanation to building administration for approval)
- Documented hospitalization (Documentation from health care provider)
- Other Medical Related Absences are *only* excused with documentation from a health care provider
- School Nurse dismissals *may* be considered an excused absence for the day of dismissal if school exclusion guidelines are met but will not be excused on the following day unless accompanied by a doctor's note

Absences, Tardies, and Dismissals From/To School

Absences are cumulative and can result in a reduction of credit per the credit loss policy. Tardies may result in disciplinary consequences as outlined below.

Daily Attendance:

- Students must be present until or arrive by 10:30am in order to be considered present for a school day.
- Daily Attendance will be taken during the first period to be marked present for the day.
- Students arriving after the start of the first block must check in at the welcome window and will be marked as tardy.
- MHS uses daily attendance records as a means to determine credit loss.

Class Attendance:

- Students may miss classes to access school support staff or attend a school-mandated meeting, which will be recorded as an excused absence for that period.
- Students who are absent from a class for 50% or more of the period without permission will be marked absent for the period.

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Dismissals

- Dismissal from school by the school nurse may be considered an excused absence for the day of dismissal if school exclusion guidelines are met, but will not be excused on the following day unless accompanied by a doctor's note.
- School exclusion guidelines can be found on page 62 of the MHS handbook.

Tardies:

- A school tardy is defined as a student arriving at school after 7:25 a.m.
- Students who accumulate five (5) or more tardies to school in a quarter will receive an office detention for every subsequent tardy after the 5th. The tardy count will reset at the beginning of each quarter.

Extracurricular Participation:

- Students must be in school prior to **8:00 a.m.** in order to participate in any extracurricular activities, including athletics & performing arts, unless proper documentation is provided for excusal.
- Students must also be present for a minimum of three hours (half the school day) to be eligible to participate in extracurricular activities

Dismissal Procedures For Students Who Have Exercised Signatory Rights

If the student who has been granted their signatory rights intends to exercise the right to dismiss themself from school, the school may contact the parent or guardian to indicate that this right has been invoked.

Religious Holidays

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

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

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

Teachers are expected to exercise sound judgment in carrying out work when some students may be absent because of a religious holiday or holy day. Provisions should be made for students who expect to be absent. Please notify the teacher in order to obtain assignments

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that may be necessary ahead of time. In no situation will a student be made to feel uncomfortable because he or she chooses to exercise their religious convictions. Mansfield Schools appreciates and understands that religious observances often involve family activities. Students should not be expected to complete homework, study for tests, or complete other school work during their absence. Students will be given the opportunity to make up this work within the appropriate amount of time determined by the teacher.

Signatory Rights of 18 Year Old Students
When students reach the age of eighteen, they are presumed to be adults and may exercise their rights independently of their parents, except the right to preclude parents from inspecting the school record 23.01(3). If the student over eighteen intends to exercise their rights independently, the student must make such requests in writing to the school principal or superintendent, who shall honor such requests.

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

Make-Up Work
Students who are absent from school will be provided the opportunity to make up any missed assignments. Students will have **the number of days they were absent, plus one additional day,** to complete any missed work unless otherwise determined by the teacher due to the nature of the assignment(s). Students are encouraged to sign up for and utilize Hornet Block or after-school sessions to make up missed assignments in a timely manner.

Medically Exempt (ME) Absences
A grade of ME may be issued on the rare occasion when extended medical circumstances prevent a student from attending school for more than 14 days in a term. Students with documented medical needs may be eligible for a Medical Exemption (ME).

- Medical Documentation is needed to qualify for an ME
- Administrative approval is required to issue an ME.
- Students who are issued a Medical Exemption will have an ME documented on their report card, and the final grade for the course will be calculated using the remaining term grades.

Students who are issued an ME may be eligible for additional academic support, including tutoring, to support continued progress in the course.

Incomplete
An incomplete grade (INC) may be issued when a student is unable to complete required

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coursework due to absence at or near the end of the term, and the missing assignment(s) would significantly impact the student's term grade.
An Incomplete is intended for short-term circumstances and is not a substitute for routine missing work.

- Students will have two (2) weeks from the distribution of report cards to complete all outstanding assignments.
- Teachers will update the term grade based on the work completed at that time by submitting the updated grade to the School Counseling Office.
- Based on teacher discretion, students may submit work for grading after the two-week extension period. The student's term grade will then be updated based on the work submitted.

Students and families are encouraged to communicate directly with teachers regarding any outstanding assignments or questions related to grades.

Absences that may be Disciplinary Infractions
Cutting class is defined as any absence from class that is not authorized by the school. Any student absent from class for more than seven minutes without the permission of the teacher is subject to consequences from the teacher on the first offense, and progressive discipline for subsequent offenses. This includes students who do not attend class but are present in the building or who leave class without permission. Leaving the school campus at any time without signing out is also considered a class cut but due to the nature of the behavior may result in a more significant consequence. A student who cuts class receives an absence for each missed class and may have consequences assigned by administration. Said student risks the loss of course credit as outlined in this attendance policy and is ineligible to appeal any loss of course credit to the principal.

CREDIT REDUCTIONS FOR UNEXCUSED ABSENCES
Loss of credit will be deducted from the overall credits accumulated per quarter. Credits lost due to attendance will be reflected on the report card.
Credit loss is calculated as follows:

Quarterly Attendance	Result	Administrative Action
0-2 unexcused absences	No credit loss	No action
3 unexcused absences	No credit loss	Approaching credit loss notice sent home

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4th absence	1.25 Credit loss (per quarter)	Credit loss notice sent home, credit loss reflected on transcript

Credit Reduction Policy, Appeals, and Recovery Options
Course credit reductions occur when a student's cumulative unexcused absences exceed the limits defined by the attendance policy, as referenced above.

A **credit reduction appeal** may be submitted when a student exceeds these limits. The grade level Assistant Principal will review all submitted documentation and render a decision. Families will be notified of the outcome.

- Absences due to disciplinary infractions and suspensions are excused absences per Ch.222.
- Absences due to family vacations are considered unexcused.

Students may elect to participate in **buy-back** opportunities to recover credit lost due to unexcused absences.

- Beginning with the 4th unexcused absence, students may complete one (1) buy-back hour(s) for each absence over the limit.
- Completion of buy-back hours will restore the 1.25 credits lost due to absence
- Buy-back hours are served through Extended Detention or Saturday Detention.
- Students are responsible for submitting the appropriate buy-back form to their Assistant Principal and scheduling their detentions accordingly.
- Buy-back opportunities are completed on a rolling basis, as scheduled with administration.

The scheduling of buy-back hours is at the discretion of administration.

Impact on Graduation:
Reduction of credit due to an attendance policy infraction does not require a student to repeat the course. However, a loss of credit may impact a student's progress toward graduation and may require participation in credit recovery opportunities.

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

All field trips are considered an extension of the school program, and all rules of conduct and regulations as specified in the Mansfield Public Schools Student Handbooks are in effect throughout any school trip. Any student who violates the rules of conduct may be sent home. In this case, the student's parent/guardian will either pick up the student from the field trip

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location or be responsible for any expense incurred in sending the student home. Further disciplinary action may be taken in accordance with student conduct policies outlined in the school's Student Handbook.

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

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

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

VACATIONING STUDENTS

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

With as much prior notice as possible, parents must notify the building principal in writing of the anticipated vacation. Students are responsible for notifying their individual teachers. If possible, teachers will inform the students of the unit(s) of study discussed while the child is away and provide the student with the anticipated homework assignments. Many teachers will be unable to provide the homework information, as the pace of the lessons and the needs of the students frequently determine the assignments. Parents should review the schoolwork with their children and assist them with their study.

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

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Absences due to vacation are unexcused and subject to the terms of the MHS Attendance and Credit Reduction Policy.

AUTOMOBILES & PARKING

Use of the parking facilities at Mansfield High School is a privilege for students who have registered and paid the parking fee. The student will be assigned a school parking tag. Parking tags are in effect from 7am-2:20pm and students who do not have a parking tag are not permitted to park in the "senior lot." Members of the senior class will be allowed a first opportunity to purchase a parking sticker for the year during the first semester, any remaining stickers/spots will be sold to any members of the senior or junior classes by way of a lottery of those that have submitted the proper paperwork. No refunds will be given. Should demand exceed supply for student parking, MHS reserves the right to implement a randomized lottery system to award students with parking privileges.

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

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

1. Have paid the parking fee in full and registered their vehicle with the main office.
2. Students must park in the appropriate parking lot or face potential disciplinary consequences.
3. Display school-issued parking tags (Parking tags are non-transferable).
4. Not park in fire lanes or handicapped spots. Parking in fire lanes or handicapped spots may result in a ticket and fine.
5. Not park in areas reserved for emergency vehicles access (the grass and/or dirt areas that surround school property). Parking in reserved areas may result in a ticket and fine.
6. Not park in areas reserved for staff.
7. Not park in the parking lots at other schools.
8. Parking privileges may be revoked if a student fails to comply with the above rules or drives in a manner deemed reckless on school property

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

- First offense: Extended Detention
- Second offense: Saturday Detention
- Third offense: Short Term Suspension of Parking Privileges
- Fourth offense or subsequent: Permanent Suspension of Parking Privileges

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

- First offense: Saturday detention. Parents notified.
- Second offense: Two Saturday detentions. Parents notified.

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- Third offense or subsequent: For repeated violations of the policy, students may also be assigned additional disciplinary measures.

PERSONAL TRANSPORTATION ON CAMPUS

Students who use skateboards, rollerblades, scooters/electric scooters, or bicycles/electric bicycles for transportation to and from school may ride until they reach school grounds. For safety reasons, riding on school property is not permitted at any time. Students must dismount and walk these items while on campus and may resume riding only after leaving school grounds.

Bicycles/Electric Bicycles

Bicycles and Electric Bicycles ridden to school should be placed in the bike rack and used only by the owner. A lock is strongly recommended. Per Massachusetts State Law MGL c.85 § 11B any person 16 years of age or younger operating a bicycle or being carried as a passenger on a bicycle on a public way, bicycle path or on any other public right-of-way shall wear a helmet. Said helmet shall fit the person's head, shall be secured to the person's head by straps while the bicycle is being operated, and shall meet the standards for helmets established by the United States Consumer Product Safety Commission. For safety sake, bicycles may not be ridden in the bus loop at dismissal time.

Skateboards, Rollerblades, Scooters/Electric Scooters

Per Massachusetts State Law MGL c.85 § 11B.5, any person 16 years of age or younger operating inline skates, a skateboard, a scooter/electric scooter or other manually-propelled wheeled vehicle or riding as a passenger on any such manually-propelled vehicle on a public way, bicycle path or on any other public right-of-way shall wear a helmet. Such helmet shall fit the person's head and be secured by straps at all times while operating inline skates, scooters, skateboard or other manually-propelled wheeled vehicle and shall meet the standards for helmets established by the American National Standards Institute (ANSI Z 90.4) or subsequent standards or the Snell Memorial Foundation's 1984 standard for use in bicycling or subsequent standards.

BEVERAGES & FOOD

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

- Students should not consume food in the hallways or the classroom.
- Students may not eat in the bathroom at any time. No more than one student may be in a bathroom stall at the same time. Failure to comply with this may result in discipline.
- Students may not use any food delivery service to have food delivered to school. Students who have food delivered to school without the express permission of an

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administrator will not be allowed to access their delivery and may be subject to consequences.

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

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

COMPUTERS & INTERNET RESPONSIBLE USE POLICY

1. Purpose

The Mansfield Public Schools provides technology resources to support the District's educational, instructional, administrative and operational activities. The use of these resources is a privilege that is extended to members of the Mansfield Public Schools community. This policy explains the District's expectations for using and protecting these resources responsibly, ethically, productively, and legally.

2. Scope

This policy applies to all users of technology resources owned or managed by the Mansfield Public Schools. Individuals covered by this policy include but are not limited to students accessing the District's technology resources, whether on school grounds or in another location.

Computing resources include all District-owned, licensed, or managed hardware and software or any use of the district network via a physical, wireless, or remote connection, regardless of the ownership of the computer or device connected to the network.

2.1 Consequences

If a user violates this policy, the District will take appropriate action, which may include restriction and loss of technology privileges, payments for damages or repairs, and discipline under appropriate District policies up to and including suspension and referral to legal

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authorities. Users may also be held personally liable under applicable state and federal civil or criminal laws.

Definitions

The Massachusetts Public Record Law is a law that gives the public the right to request access to information from a Massachusetts governmental agency. The **Freedom of Information Act (FOIA)** is a law that gives the public access to information from the federal government. A public records request can be made to the Mansfield Public Schools for electronic documents/communications stored or transmitted through district systems unless that information is exempted from disclosure by law.

Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Personal information stored or transmitted by the Mansfield Public Schools must abide by FERPA. The Mansfield Public Schools also are required to protect the confidentiality, integrity, and security of student records under MA general law and Board of Education regulations.

Children's Internet Protection Act (CIPA) requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. The Mansfield Public Schools is required to filter Internet access for inappropriate content, monitor the Internet usage of minors, and provide education to students and staff on safe and appropriate online behavior.

Children's Online Privacy Protection Act (COPPA) imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. The primary goal of COPPA is to place parents/guardians in control over what information is collected from their children online.

The Health Insurance Portability and Privacy Act (HIPAA) establishes national standards to protect the privacy of personal health information and medical records, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.

3. Policy

3.1 Responsible Use – General Principles

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We expect students to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and not to do anything that is illegal, dishonest, or unethical. By using Mansfield Public Schools technology resources, students agree to follow all District policies, regulations, and guidelines and state and federal law. Students are required to report misuse or breach of protocols to appropriate district personnel.

- Technology resources furnished to students are property of the Mansfield Public Schools and are intended for educational or business use that is consistent with the mission of the District.
- We expect students to exercise good judgment in the use of these resources and to have the highest standards of conduct, personal and academic integrity. Students are responsible for knowing and complying with the regulations and policies and laws that apply to the appropriate use of District technology and resources. If you use good judgment and follow high ethical principles, you will make the right decisions. If you are not sure if an action is legal, ethical, or proper, you should discuss the matter openly with your teacher or an administrator.
- All federal, state, and local laws and District policies and behavior guidelines that cover student conduct on school premises and at school-related activities similarly apply to the online environment in those same venues.
- While District computing resources are intended for education-related activities, we permit brief personal use within reasonable limits.
- District resources should not be used to store personal files that are not intended for educational or business use consistent with the mission of the District.
- The theft or publication of any privileged or sensitive information to an external, personal or otherwise unapproved platform is strictly prohibited.
- Any use of the District's computing resources in ways that disrupt the school environment, contributes to creating a harassing environment, or creates a legal risk to the District is prohibited.
- Using technology resources to create or disseminate content that could be considered discriminatory, obscene, threatening, harassing, libelous, retaliatory, or intimidating to any other person is not allowed and could lead to disciplinary action by the District as well as legal action by those who are the recipient of these actions.
- District technology resources may not be used to post or send items with sexually obscene content or images exhibiting or advocating the illegal use of drugs or alcohol is prohibited.

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- District technology resources may not be used to solicit and/or promote others for commercial ventures or personal economic gain, for religious or political causes, for outside organizations, or other non-District matters.
- District technology resources may not be used to knowingly create, engage with and/or distribute technically malicious content, including but not limited to; ransomware, malware, spyware, adware, trojans, worms, rootkits or keyloggers.
- Additionally, district technology resources, including artificial intelligence (AI) tools and AI-generated content, may not be used to support cheating, plagiarism, or any academic dishonesty.
- All activity that is composed, transmitted, or received via our technology resources is considered the property of the Mansfield Public Schools and part of our records and may be subject to disclosure to law enforcement or other third parties.
- Nothing in this policy will be read to limit an individual's constitutional rights to freedom of speech or expression.

3.1.2 Student Records Privacy

- The District has a legal and moral obligation to protect the personal data of students, families, and staff. Personal information for students/families and staff must be stored and transmitted using approved practices and systems.
- The Mansfield Public Schools complies with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA), as well as state law and regulations concerning the security and confidentiality of employee information and to protect against unauthorized access to or use of such information. Although the district network is filtered in accordance with the Children's Internet Protection Act, it may be possible to access material that is profane, obscene, or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people. Such use is prohibited and should be reported to the IT department for appropriate action.

3.1.3 Copyright and Intellectual Property

- The Mansfield Public Schools does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented software or material (including music, videos, games, images, text and other media) or any other unauthorized software or material on the Internet.
- As a responsible user of the District's technology resources, you must abide by all applicable copyright laws and licenses and observe copyright laws. As a general rule, if

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you did not create the material, you do not own the rights to it, or if you have not received authorization for its use, you may not put the material on the Internet, including works created by students and staff. This includes not using artificial intelligence (AI) tools to replicate or modify copyrighted materials without authorization.

3.1.4 Social Networking, Electronic Messaging, and Phone Usage

- Posting information that could be used by an external threat actor to compromise internal resources or exploit vulnerabilities is prohibited.
- Students in grades PK-12 are provided with district email accounts and online tools to improve the efficiency and effectiveness of communication, both within the organization and with the broader community as appropriate based on age.
- Students are responsible for the proper use of accounts issued in their name and should not leave devices or software applications logged in and unattended.
- All communication sent by a student using district resources could be subjected to public access requests. Users need to be aware that data and other material/files maintained on the school district systems or the cloud may be subject to review, disclosure, or discovery.
- Students are prohibited from connecting any device that would bypass the content filtering and security measures performed on the Mansfield Public Schools network.
- Students may not use or install any operating system on their school issued devices other than what is supported and managed by the district.
- The Mansfield Public Schools will provide a filtered, wireless network for Internet Access to which students are allowed to connect their personal devices after school hours. The Mansfield Public Schools will not be held responsible for any delays, non-deliveries, or service interruptions while using the wireless network. The District reserves the right to monitor and track the user activity while connected to the District's Wireless network for troubleshooting purposes.
- Coaches or club/activity advisors are prohibited from exchanging personal contact information with student team or club/activity members without prior approval of the Principal or their designee. All electronic or telephone contact by coaches and club/activity advisors with students will be sent to two or more team members, except for messages that would compromise confidential information, such as medical or academic privacy matters. Messages from coaches and club/activity advisors sent to individual students will be copied to the Principal or their designee.

3.1.5 System Security

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Students are not to share their passwords and are also not to use another person's password, another user account, access a file, or retrieve any stored communication. Similarly, users are not to physically write down any credential information to display in a publicly accessible area.

Students do not have access to any elevated privileges or system functions on district-owned, managed, or licensed devices. Installation of any applications, significant changes to settings, configurations and permissions is to be requested solely through the IT Department.

Hacking or attempting to access computer systems without authorization, vandalism (including the uploading or creation of computer viruses, worms, or malware), fraud, phishing, spamming, RF jamming, proxy services and/or unauthorized tampering with computer systems is prohibited and will result in the immediate deactivation of the associated user's accounts. Behavior such as this may also result in district disciplinary action as well as legal action.

In the interest of maintaining the integrity of the District's data and network health, the Mansfield Public Schools technology department reserves the right to:

- Disable/Suspend user accounts at any time given valid reasoning
- Disable/Suspend shared accounts at any time given valid reasoning
- Block specific, unapproved, third-party resources at any time
- Deploy software and firmware patches to all managed systems at any time
- Prioritize network traffic and general support in a way that favors educational activities and use cases

3.2 Monitoring

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

All internet traffic is subject to content filtering through a number of different services. That means that access to resources hosted outside of the US, or resources categorized under unapproved categories may be limited. Similarly, all email communications are subject to

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filtering to protect users from receiving email containing malicious content or harmful hyperlinks.

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

3.3 User Compliance & District Liability

Students will not be permitted to use school-based technology resources without a signed Responsible Use Policy. Signed RUPs will remain on file at each school.

When connecting to the guest wireless network, users will be required to agree to terms of use presented in the captive web portal before being allowed to complete their connection to the Internet. The guest wireless network will broadcast during off school hours.

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

The Mansfield Public Schools and its representatives do not encourage or endorse access to inappropriate materials or undesirable persons. The Mansfield Public Schools makes no warranties of any kind, whether expressed or implied, for the technology-related services it provides and will not be responsible for any damages resulting from delays or service interruptions caused by its own negligence or the user's errors or omissions information obtained
via the Internet is at the user's own risk. The Mansfield Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its computer services.

4. Policy Review and Notice

The Director of Technology and Superintendent or designee will review this policy annually. District administration will annually provide written notice to students and

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parents/guardians of the responsible use policy. Such notification will include, but not be limited to, student/parent/guardian handbooks, and the district website.

Vandalism

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

CHROMEBOOK REPAIR FEES - IN DB-R

Chromebooks repair costs can be significant and may result in a financial cost to our students/families depending on the nature of the repair. Once our Chromebook Technician receives the device, they will diagnose the repair as falling within one of the three categories: Normal Wear and Tear, Accidental/Physical Damage, and Intentional Damage. The technician will repair any damage on the device that is assessed, regardless of the issue that it was submitted for. Please note that these fees apply to the Chromebook that is assigned to the student or any loaner device in their possession.

Normal Wear and Tear: This is mostly (but not always) the result of failures with the internal components of the device, which is due to no fault of the student. Some examples of repairs that fall under this category are faulty batteries, small scrapes, and replacement cables. These types of repairs will result in **no cost or fee** to the student.

Accidental/Physical Damage: Accidental/Physical Damage to a device that had the potential to be preventable. The first occurrence of this damage for a student will result in a “strike” or what could be also described as a **“first time, no cost”** repair. For the first repair that falls under this category, there will be a “strike” administered to the students repair history. This strike will follow the student for the duration they have their current device. Strikes will be cleared if the student is given a replacement device.

Our technician will move ahead with the repair as normal, replacing and repairing parts as necessary for the specific repair. Any and all parts used in this first repair will be at no cost of the student, as this is their first offense. Students and parents/guardians will be notified via email that they have used their strike.. Any device that comes in for another repair after this

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first strike has been administered results in a fee for any and all parts used in the repair. **(Refer to Chromebook Parts Fee Chart below)**

Examples of Accidental/Physical Damage: Broken chromebook screen or plastic bezels, device was mishandled resulting in cracked/broken keyboard, broken/missing hinge trim cover, a liquid spill, or a broken/cracked shell.

Intentional Damage: Examples of Intentional Damage include but are not limited to disassembling the device, forced breakage of any part, excessive physical damage, irremovable drawing or painting on the keyboard, outside case, and the screen and bezel. Intentional Damage of any kind is categorized as vandalism and will result in a repair fee. (Refer to Chromebook Parts Fee Chart) If it is determined that the Chromebook is damaged beyond repair, the student will be charged a replacement fee for the Chromebook.

Students will not be allowed to put stickers anywhere on their device or protective case.

Students **cannot use a third-party repair or insurance service**. School-issue devices must be repaired by our in-school technician and are managed solely on campus.

Fees can be accessed and paid through the online My School Bucks payment portal. This is a convenient way to pay fees online with a credit card. Invoices will be emailed to parents/guardians with a direct link to the invoice and the My School Bucks payment portal. Cash payments are also accepted and can be brought to the main office at all schools.

Chromebook Parts Fee Chart

Full Chromebook Replacement	$225
Keyboard/Trackpad Assembly	$50
Keyboard	$40
Trackpad	$15
LCD Screen	$20
Video Cable	$12

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Battery	$20
Charger	$20
Webcam	$7
Webcam Cable	$10
WiFiAntenna	$14
Network Card	$7
Bottom Case	$20
Top Screen Lid	$25
LCD Bezel	$18
LCD Hinge Trim	$10
Motherboard	$99
Daughterboard	$15
Speaker Set	$8
Hinge Set	$20
Protective Case	$20

System Security

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

Users should not copy any software onto school-owned computers. This includes free-ware and share-ware files from the Internet. This is in keeping with copyright laws and protects school-owned equipment from viruses. Users should contact a system administrator or their

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designee for installation of any licensed software so that it can be checked first for system safety, compatibility and setting adjustments.

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

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

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

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

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

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

Privacy
Internet and e-mail messages are public communication and are not private. Electronic mail

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

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

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

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

DANCES & EVENTS

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

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

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

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

ALCOHOL, TOBACCO, OR SUBSTANCE POSSESSION OR USE BY STUDENTS #JICG/JICH, JICH-A, ADB

The Mansfield School Committee prohibits students' use, possession, distribution, or selling of controlled substances, tobacco products (including but not limited to chewing tobacco, cigars,

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

The school district will utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education (DESE) to screen students for substance abuse disorders. Trained staff will administer the screening tool on an annual basis at grades 7 and 9.

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

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

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

1. In accordance with state and federal law, the Mansfield Public Schools will provide age and developmentally-appropriate, evidence-based alcohol, drug, and tobacco education and prevention programs.
2. Any student identified as selling or distributing any non-controlled substance, such as, but not limited to, cold medications, caffeine pills, vitamins, or any other over the counter medicines, on school grounds or at a school sponsored function may be subject to suspension or expulsion.
3. Any student found with drug paraphernalia in their possession on school grounds or at a school-sponsored function may be subject to suspension or expulsion.
4. Any student identified as being under the influence of alcohol or any illegal drug while on school property or at a school sponsored function may be placed on a ten day

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external suspension and will be ineligible to participate in any co-curricular activity for thirty (30) calendar days. For first offenses only, a student suspended under this paragraph may voluntarily agree to attend two substance abuse meetings. If the student attends the first substance abuse meeting during the initial five days of external suspension, the ten-day external suspension shall be commuted to five days external suspension followed by five days internal suspension (QMS) or three Saturday detentions (MHS). Attendance at a second substance abuse meeting shall occur during the five days of internal suspension (QMS) or during the next five school days (MHS). Proof of attendance shall be written summaries of the meetings provided to the assistant principal, and these summaries shall indicate the place and time the meetings convened, and the name of the individual who convened the session.

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

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substances, such as, but not limited to Valium, Prozac, Percocet, Ritalin, or any other medication prescribed by a physician on school property or at a school sponsored function, may be subject to expulsion from Mansfield Public Schools.

CELL PHONES & OTHER ELECTRONIC MEDIA DEVICES #IMDB

In an effort to maximize student engagement in their academic pursuits, students will not be permitted to use cell phones or their smartwatches during class time for any reason. When students arrive in class, they will place their phones in a centrally located, visible location as designated by the teacher and leave the phone in that location until they are dismissed from the class for the day. Students will not be permitted to take the phone with them if they leave to go to the bathroom or attend an appointment in school unless they do not anticipate returning to class. If the entire class leaves for an assembly and there will be no supervision in the classroom, the students may take their phones with them. The Mansfield Public Schools will not be held responsible if a phone is lost, damaged or stolen.

If a student does not follow these guidelines, students will be expected to turn over their phone to a teacher or staff member. If the student does not give the teacher the phone, an administrator will be called. The first violation of the cell phone policy will result in the phone being held in the main office until the end of the school day. On the second occasion, the device will be held in the main office and returned to a parent/guardian who must come to MHS to retrieve the device. On subsequent occasions, the issue may be referred to an administrator for further consequences.

Students will be permitted to use cell phones in the hallways and in the cafeteria during lunch. Students still must report to the main office to make phone calls. Headphones/Airpods are permitted in the hallways during passing time. Headphones/Airpods are not permitted in the classroom unless used to connect to a Chromebook with the express permission of a teacher or as part of a student's individualized plan. Cell phones are only permitted in class for students who have a specific accommodation in their IEP or 504 plan. The expectation is that students will follow the MPS Responsible Use Policy at all times, as well as the Electronic Video and Still Image Devices Policy #IMDB.

CHROMEBOOK CLASSROOM EXPECTATIONS

The Mansfield Public Schools is providing Chromebooks to students in grades PK-12. Below is some information to help set expectations for use.

- 1:1 Chromebooks are being issued to students in grades 3 - 12
    - Students in Grades 3-12 are permitted to take their chromebook home and use the device in ways that are educationally appropriate by following Responsible Use Policy procedures.
- Classroom sets of chromebooks will be available to students in grades PK-2
    - Students in Grades PK-2 are not permitted to bring their device home and should leave it in the charging basket in their classroom overnight.

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- Students who take their device home are responsible for charging the device overnight so they have a full charge for school use.
- Chargers should be left at home.
- Charging stations will be available on a limited basis at school.
- If the device is not working properly, gets damaged or lost, students should report their issue by opening a ticket at https://help.mansfieldschools.com. There will also be stations set up at school to allow students to report issues with their device. If an issue takes an extended period of time to repair, students will be issued a loaner.
    - Students should not attempt to make repairs on their own, nor should they bring the device to any third-party for repairs.
- If a student forgets their device, daily loaners will be available on a limited basis at school.
- If a case was provided with the Chromebook, it should remain on the device at all times.
    - Students are permitted to decorate the front of the case, but should not put any stickers, writing or any other markings on the back of the case.
    - Serial numbers and district tags should remain visible and should not be defaced or covered.
    - If a case was not provided, students should not put any stickers, writing or any other markings on the device.
- Students should take good care of the Chromebook and accessories to prevent damage to the device.
    - Screens can be cleaned with a soft, dry microfiber cloth
- While in school, sound must be muted at all times unless permission is obtained from a teacher.
    - Headphones may be used at the discretion of the teacher.
    - Students should have their own personal set of headphones for sanitary reasons.
- Chromebooks should be used on a hard, flat, level surface to prevent overheating and should not be exposed to extreme temperatures, such as leaving it in the car overnight during the winter or summer.
- The device must be returned to the school if the student withdraws from the District.
- Students should not share Chromebooks or loan them out to family or friends.
- Lost chromebooks and lost chargers will be replaced at a fee of $225.00 for a chromebook and $20.00 for a charger. This fee needs to be collected in the main office before a replacement is provided.
- Use of Chromebooks remains at the discretion of the classroom teacher. For further information consult the Mansfield Public School Responsible Use Policy.

Failure to follow these expectations will result in disciplinary action which may include restriction and loss of technology privileges, payment for damages or repairs, and discipline under appropriate District policies

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FINANCIAL OBLIGATION #JQ

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

LOCKER POLICY #JIHA

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

At the beginning of each school year, students will have the opportunity to be assigned a school-issued locker. Students are not permitted to access any locker other than their school-issued locker, and cannot replace the school issued lock with their own lock. It is expected that a student will keep their locker locked at all times.

STUDENT TRANSPORTATION SERVICES/SCHOOL BUSES –#EEAA

Bus routes are established under the direction of the superintendent in cooperation with bus contractors so as an authorized bus stop is available within a reasonable walking distance of the home of every student entitled to transportation, and that distance does not exceed one mile. Bus routes are structured so the total time a student spends on the bus is minimal.
Authorized bus stops are located at convenient intervals in places where students may be loaded and unloaded, cross highways, and await arrival of buses with the utmost safety allowed by road conditions.

The district's responsibility begins when the child boards the bus at the pickup location and ends when the child disembarks at the drop off location after school. The bus driver should be considered to have complete authority over students while it is their responsibility to deliver them safely to and from school.

PAY-N-RIDE Fee Based

All grade K through 6 students who live less than 2 Miles and All Grades 7 through 12 students may ride the bus on a PAY-N-RIDE fee basis.

Fees

The School Committee shall establish fees for transportation for all non-eligible students and will review them on a regular basis. Said fees must be paid to the school department prior to the student riding the bus. The Pay-N-Ride fee is non-refundable. After the 90th day of school, bus fees for new riders shall be one-half the annual fee.

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No student eligible for free or reduced lunch under the Federal School Lunch Program, shall be required to pay a fee for transportation.

Special Education

Regular transportation: If the student does not require transportation as a result of his or her disability, then transportation shall be provided in the same manner as it would be provided for a student without disabilities. In such a case, the IEP shall note that the student receives regular transportation, and if the school district provides transportation to similarly situated students without disabilities, the eligible student shall also receive transportation.

Special transportation: If the Team determines that the student's disability requires transportation or specialized transportation arrangements in order to benefit from special education, the Team shall note on the student's IEP that the student requires special transportation. In such circumstances, transportation is a related service.

Alternate Addresses

Transportation may be requested, in writing, to and from a location other than the student's legal residence, provided that all of the following conditions are met:

- The service is to/from said alternate location in the AM and/or PM, each and **every** school day.
- The student is eligible for transportation services.
- The alternate location is on an existing bus route.
- There is space on the bus.

School Bus Rules & Regulations #JICC

The school bus is an extension of the classroom and rules regarding behavior are the same as in school. Students who violate any of the rules and regulations for school bus students may, at the discretion of the administration, have their bus privileges suspended and/or be disciplined through the school as defined in the discipline section of this handbook.

Students who ride the school bus should be familiar with the following:

- Students should be on time for the bus but not arrive at the stop earlier than 10 minutes before the time at which the bus usually arrives.
- Students waiting for buses shall not go on private property or cause any damage to such property.
- Students should remain well back from the roadway while awaiting the arrival of the bus. Start loading the bus only at the direction of the driver.
- Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until their destination is reached and the bus is stopped.
- Students shall be picked up and dropped off only at their regularly scheduled stops.

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- Students shall cooperate with and be courteous to the driver and to fellow students.
- Students shall not vandalize damage or deface the buses or the property of other students.
- No disturbing the driver by any means – there shall be no shouting, vulgar language, roughhousing, or throwing things on the bus.
- There shall be no eating or drinking on the bus. Students who have a current accommodation for a 504 plan, an Individualized Education Plan (IEP), have specific medical conditions or approved sensory diets are exempt from this rule.
- All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles and off of the seat. Items must be small enough to fit under the seat in front of the student or the items will not be permitted on the bus.
- Students shall not throw anything out of a window. Students shall keep their hands, arms and heads inside the bus at all times.
- The emergency door is to be used for **EMERGENCY USE ONLY**

Bus drivers must notify the building principal or administrator in charge of discipline when an infraction of the rules occurs. This notification must be written on a Bus Conduct Report Form as approved by the Business Office.

BUILDING & GROUNDS, SCHOOL SAFETY - STUDENT IDENTIFICATION CARDS

All students at Mansfield High School will be provided with a student identification card (Student ID) which will include the student's name, picture, student ID number, and a bar code. Students are required to wear their student ID's on them at all times in a visible location that is easily accessible at any point during the day. Students will utilize their ID's for scanning in tardy, using the electronic pass system for some locations, purchasing lunch, checking books out of the library, and to be easily identified as a student at MHS by any and all staff members, among other things. Students are required to show their ID to any staff member who asks to see it.

If a student forgets their student ID, they should report to the main office for a temporary ID to be used for that day only. If a student repeatedly fails to wear their ID or refuses, it will be considered a level I offense and a consequence may be assigned.

CANINE SEARCH

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

FIRE DRILLS

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

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

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

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

Information about school cancellations will also be posted on the Mansfield Public Schools website (www.mansfieldschools.com), and parents will receive a School Messenger alert in the form of a phone call, email and/or text depending on the situation. Families should notify the school office in writing of any changes to their emergency contacts.

SCHOOL RESOURCE OFFICERS
It is the intention of the Mansfield Police Department and the Mansfield School District to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, faculty and visitors. To this end the Mansfield Police Department agrees to provide two school resource officers (SROs) for the district schools. The school resource officers shall remain the employees of the Mansfield Police Department and will remain responsive to the command of the Mansfield Police Department. The SROs' goals and objectives are as follows:

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

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

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Detective Ken Wright 508-261-7540 Ext. 33155 (MHS)
Detective Andrew Kelley 508-261-7530 x 23134 (QMS)

Tel: 508-261-7540 Ext. 33155 (school)
Tel: 508-261-7300 Ext. 61225 (Mansfield Police Department)
Email: kenneth.wright@mansfieldschools.com Andrew.Kelley@mansfieldschools.com

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

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

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

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

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

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

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

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STUDENT RESOURCES & SERVICES

SCHOOL COUNSELING

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

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

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

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

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

HEALTH AND WELLNESS - HEALTH SERVICES #JLC, JLCD & ADF

The Mansfield School District is committed to providing a school environment that promotes and protects health, well-being, and the ability to learn by supporting healthy eating and physical activity through a comprehensive school wellness program that will: Provide nutrition education and regular physical activity, as well as access to nutritious foods for all students,

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consistent with federal and state laws and regulations; Respond to issues that arise in the community; Foster positive youth development; Leverage school and community resources; Respect families' needs and preferences.

1. Implementation, Monitoring, and Evaluation

1.1 Implementation Plan

Mansfield Public Schools (MPS) will develop and maintain a plan to manage and coordinate the execution of the Wellness Policy and subsequent programs. The plan will delineate roles, responsibilities, and actions to reach specific goals and objectives for nutrition standards, nutrition promotion and education, physical activity (including physical education and recess), and other school-based activities that promote student and staff wellness.

1.2 The Health-Wellness Advisory Council (HWAC)

MPS will support the district-wide Wellness policy and implementation plan by maintaining a standing Health and Wellness Advisory Council (HWAC). The Council will meet a minimum of four times during the school year. The HWAC is charged with making recommendations concerning school wellness policies and programs. The HWAC will also identify additional goals and objectives around: Nutrition standards for USDA school meals and for competitive foods; Health and Physical Education including assessment of education curricula and material pertaining to wellness consistent with state goals and standards;
Student access to health services and mental health support; Other school-based initiatives as they relate to student and staff wellness.

The HWAC will establish a process to utilize self-assessment tools to evaluate progress in reach
The mission of Mansfield Public Schools Health Service is to promote an optimal level of wellness by advocating for students and removing barriers that impede health and learning. Our vision is for every student to be healthy, safe and ready to learn.

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

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

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

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

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

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

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

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

Excusable Absences/Tardy
School Nurse dismissals are considered an excused absence for the day of

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dismissal and the following day if school exclusion guidelines are met. Refer to school exclusion guidelines in the Student Handbook or follow this link

Absences, Tardies and Dismissals From/To School

Dismissal from school by the school nurse may be considered an excused absence for the day of dismissal and the following day if school exclusion guidelines are met. Refer to school exclusion guidelines in the Student Handbook or follow this link

School Exclusion Guidelines

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

- The student has a communicable disease. Students who are prescribed antibiotics for strep throat infection or impetigo (for example) must complete 24 hours of treatment before returning to school. For all other communicable diseases, the student may return to school based on Massachusetts Department of Public Health Guidelines. Surveillance and monitoring of communicable disease outbreaks is done in collaboration with the Mansfield Board of Health and the Massachusetts Department of Public Health.
- The student has a temperature of over 100 degrees. The student may return after he/she is fever free for 24 hours without the use of fever reducers.
- The student has an eye infection that may need to be evaluated by a physician. Students may return the day after any indicated treatment has begun for bacterial conjunctivitis, unless the student is at a developmental level that prevents them from maintaining proper hygiene.
- The student has persistent coughing or trouble breathing. He/she may need to be evaluated for asthma, or a serious respiratory infection.
- The student has an undiagnosed rash. Rashes may need to be evaluated by a physician to rule out communicable disease.
- The student has head lice or nits. The student may return to school after the first treatment and all nits are removed.
- The student has head lice or nits. The student may return to School after the first treatment.
- The student has diarrhea within 24 hours. Diarrhea is defined as multiple loose watery stools unrelated to food, medication or a diagnosed chronic condition. The student may return when he/she has been symptom free for 24 hours.
- The student has been vomiting within the past 24 hours not associated with a diagnosed condition or medication side effect. The student may return when he/she has been symptom free for 24 hours.
- The student has an illness that prevents oneself from participating comfortably in activities as determined by the staff.
- Students need not be excluded or sent home early from school because of head lice. Parents/guardians of affected students should be notified and informed that their

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student must be properly treated and may return to school on the day after treatment. Other close contacts may be checked to determine if there are other cases. Upon the return, the school Nurse will determine the evidence of treatment and the student may be re-admitted even if some nits remain. Further monitoring for signs of re-infestation by the school nurse is appropriate.

- The illness results in a greater need for care than the staff determine they can provide without compromising their ability to care for other students.

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

Nurse Dismissal

● The student has persistent coughing or trouble breathing. He/she may need to be evaluated for asthma, or a serious respiratory infection.
● The student has an undiagnosed rash. Rashes may need to be evaluated by a physician to rule out communicable disease.
● The student has diarrhea within 24 hours. Diarrhea is defined as multiple loose watery stools unrelated to food, medication or a diagnosed chronic condition. The student may return when he/she has been symptom free for 24 hours.
● The student has been vomiting within the past 24 hours not associated with a diagnosed condition or medication side effect. The student may return when he/she has been symptom free for 24 hours.
● The student has an illness that prevents oneself from participating comfortably in activities as determined by the staff.
● Students need not be excluded or sent home early from school because of head lice. Parents/guardians of affected students should be notified and informed that their student must be properly treated and may return to school on the day after treatment. Other close contacts may be checked to determine if there are other cases. Upon the return, the school Nurse will determine the evidence of treatment and the student may be re-admitted even if some nits remain. Further monitoring for signs of re-infestation by the school nurse is appropriate.
● The illness results in a greater need for care than the staff determine they can provide without compromising their ability to care for other students.

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Allergies/Life-Threatening Allergies #JLCEC, JLCEC-R

Please be advised that if your student has a food allergy, physician documentation must be submitted to the school nurse. It will then be forwarded to the FoodService department. We will make arrangements to have an alternative available. The Mansfield FoodService will work with you to make sure your student can participate in the school lunch program.

The Mansfield Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life-threatening allergies (LTAs) among school populations, the Mansfield Public Schools works in cooperation with parents, students, and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management is prevention, education, awareness, communication, and emergency response. The Mansfield Public Schools sets age-appropriate plans/guidelines for students and schools within the Mansfield system that minimize the risk for students with life-threatening allergies to be exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines include:

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

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

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

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Student Immunization Requirements:

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

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

Teaching about Drugs, Alcohol and Tobacco #IHAMA

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

The alcohol, tobacco, and drug prevention program will address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also will include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

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

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

Guidelines for Contacting the School Nurse

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

- Newly diagnosed with a chronic health problem, e.g., seizures, diabetes, asthma, severe allergies
- Newly diagnosed head injury/concussion
- Daily medication for an extended period of time
- Documentation of immunization or boosters
- Communicable disease
- Health problem that may affect school performance, e.g., vision or hearing, attention deficit disorder
- Health problem that may affect school attendance

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- Treatment for any problem that may impair safety or mobility during the school day or restrict gym or recess, e.g., broken bones, orthopedic problem, on crutches, mononucleosis, recent surgery, upcoming surgery, concussions, or any head injury
- Family experiencing a problem and needing support, assistance, or a referral for help, e.g., death in the family, change in marital status, parenting issues, substance abuse, mental health problems

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

Head Injury Management Policy #JJIF, JJIF-R

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

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

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

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

District Health and Wellness Advisory Council

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

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

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

Food Services: #EFE, #EFC, #EFD: (School Nutrition Program)

It remains important that families complete the annual Household Application for Free and Reduced Price Meals. This form allows the school district to serve families more effectively for other important programs such as P-EBT benefits, fee waivers for school district programs/ services such as transportation and other fees, state and federal grant eligibility, and more.

Universal Free Breakfast and Lunch

The Massachusetts legislature has made the funding for breakfast and lunch at no cost permanent for all students regardless of eligibility. All students can get breakfast and lunch at no cost daily.

Breakfast: Available daily before school in the cafeteria. All breakfast meals are USDA compliant and include Whole Grains, Meat/Meat Alternatives, Fresh & Cupped Fruit / Juice and Milk.

Lunch:

A lunch period is scheduled daily. All meals are USDA compliant and include: Whole Grains, Meat/Meat Alternatives, Fresh & Cupped Fruit, Vegetables and Milk. The menu is posted monthly on the Mansfield Public School website under the Food Service tab.

Student Meal Accounts

Mansfield Food Service uses a computerized cash register system in the cafeteria and all students have a meal account. Students are expected to use the barcode on their student ID to access their account. All students should be wearing their ID and have it readily accessible at lunch to present to the cashier at the register.

A la Carte Items

A la carte items are not included in USDA Universal Free Meals and must be paid for at the time of purchase. Charging of a la carte items is not allowed. A la carte items may include: extra lunches, extra entrees, bottled water or milk purchased alone and not part of a school lunch or

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breakfast. These are considered a la carte items and must be paid for when purchased. Please refer to the Food Service tab for current a la carte pricing.

Students making a la carte purchases are encouraged to check with the cashier to make sure they have enough money in their account to make the purchase before they enter the serving line.

Families are encouraged to prepay for a la carte items their student intends to purchase. Maintaining funds in a student meal account minimizes the possibility that a student may be without money. Any remaining funds in an individual student account at the end of the school year will be carried over to the next school year.

A la Carte Payment Options

a. **Cash or Check payments** may be made at any cafeteria register. Checks should be made out to “Mansfield Food Service”. Please include the child’s full name on the memo line.

b. Checks Returned for Non-Sufficient Funds (NSF) will result in a penalty fee (currently $25). When a check is returned to the Town Treasurer’s Office for “NSF,” a letter will be mailed by the Food Services Director to inform the parent/guardian. Payment along with any applicable fees must be received within ten (10) business days of the date of the letter. When the NSF notice is received, the Food Services Director will deduct the check amount from the student’s account.

c. **MySchoolBucks.com** is an online program that allows the parent/guardian to "see" what is happening in the account. An account may be linked to a credit card or bank account and electronically transfer funds into a student meal account. There is a small transaction fee to use this service. Even if you choose to pay at the register for your student’s meals, you can register at MySchoolBucks.com to see what is being purchased and to have a “low-balance” email reminder sent to you. The "low-balance" email reminder and transaction report are free.

Refunds and Unclaimed Funds

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

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Applying for Free and Reduced Price Meals

It remains important that families complete the annual Household Application for Free and Reduced Price Meals if they don't receive a letter of Direct Certification from Mansfield Food Service. Direct Certification determinations (electronic match process) through the Massachusetts Department of Health and Human Services will be made at a minimum of three times per year and when a student transfers into the district. Through Direct Certification or filling out the Meals Application, the school district will be able to serve families more effectively for other important programs such as P-EBT benefits, fee waivers for school district programs/services such as transportation and other fees, state and federal grant eligibility, and more.

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

The applications and directions are posted on the Mansfield Public School website under the Food Service tab. If you need assistance with completing an application, please contact Dawn Langtry, Food Service Director, 508-261-7400 x33124 or dawn.langtry@mansfieldschools.com.

Refunds and Unclaimed Funds

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

HOMEROOMS #JLIA

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

PHYSICAL EDUCATION #IHAE

Daily Physical Education excuses due to notes from parents will be issued by the School Nurse before school (7:10-7:30). Excuses for more than two consecutive days must be from a doctor. Students returning to Physical Education after being excused by a doctor's note must report to

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the Nurse to obtain permission for re-admittance to class. All missed Physical Education classes must be made up arrangements to be made with the Physical Education teacher.

LIBRARY MEDIA CENTER & INFORMATION SERVICES

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

This mission is accomplished by:

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

Student Access

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

Hours

Monday through Thursday

7:00AM to 3:00 PM

Friday

7:00AM to 2:00 PM

Instructional Resources

College and Career:

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

Independent Reading

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

Curriculum Related Nonfiction

According to the Library of Congress, only 10% of the world's information is available online.

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Students who plan to attend college will benefit from understanding the depth of information available in print sources to supplement factual data obtained from the Internet. The MHS library has an excellent and up to date collection available for student use.

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

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

The district computers and network are provided as educational tools for students, staff and the community. Class and course work related use of this equipment takes priority and all non-educational use, including exploring web resources of personal interest is dependent on availability of computers, network capacity and library staff approval. Games are not allowed on school computers.

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

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

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

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

STUDENT ACTIVITIES & ATHLETICS

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CLASS ELECTIONS

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

ELIGIBILITY FOR STUDENT ACTIVITIES

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

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

Attendance: A student absent on the day of a school activity will be ineligible to participate in extracurricular activities on that day. Final eligibility ruling for a student to participate will be determined by the administration. Saturday participation will be determined by Friday's attendance. See attendance policy noted on page 30 of the Student Handbook.

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

NEGOTIATIONS/CONTRACTS WITH VENDORS (STUDENTS) #JP

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

STUDENT PUBLICATIONS

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

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

STUDENT SUPERVISION & AFTER SCHOOL ACTIVITIES #JLIA

Students are dismissed from school at 1:49 p.m. Students are prohibited from being in the

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

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

STUDENT ACTIVITIES #JJ

Mansfield High School offers multiple activities outside of the classroom to encourage the development of our students and allow access to a wide variety of opportunities and interests. A complete list of clubs and activities can be found on the Mansfield High School website under the "students" tab, linked here. Any student interested in forming a new club should make an appointment with the Assistant Principal who oversees activities and complete a "new club" form in the main office.

CHEMICAL HEALTH FOR STUDENT ACTIVITIES

From the first meeting date, or the first day of school, to the end of the academic year, whichever is longer, a student shall not, regardless of the quantity, use, consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA" or "near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

Any student shall be considered to be in violation of this policy if they, regardless of the quantity, use, consume, possess, buy/sell or give away any of the prohibited substances, as listed above, as clearly documented and confirmed in a police report or confirmed by the principal or principal's designee. Any consequences listed below are in addition to consequences listed in the student handbook. This policy is also in addition to other requirements for participation in student activities. Law enforcement will be notified of any violation of this policy.

The administration reserves the right to increase this discipline and permanently remove or

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remove the student for longer periods of time from the club/activity/extracurricular depending on the severity of offense.

Violations of the chemical health policy consequences:

- Meet with school administration and be given due process and potential consequences as stated in the student handbook, including, but not limited to a suspension or expulsion.
- Meet with the club advisor, parents, and other pertinent staff members to discuss the violation, necessary supports, and potential consequences.
- Determine a re-entry plan before being allowed to return to an activity, leadership position, or overall involvement in the program.

1st Violation (in addition to the consequences listed):

- Suspension from all club/activity/extracurricular activities for a duration of one week including competitions, performances, or tournaments.
- Students may be required to return to regular activities for a week before being allowed to compete, if applicable, at the discretion of the advisor.
- If the student's performance or participation in an extracurricular activity are directly tied to a class assessment or grade, the student will be provided with an equal alternative assignment as a grade and is not part of the student's consequence.

2nd Violation (in addition to the consequences listed):

- Suspension from all club/activity/extracurricular activities for one month including competitions, performances, or tournaments.
- Students may be required to return to regular activities for a week before being allowed to compete, if applicable, at the discretion of the advisor.
- Loss of leadership positions in the club/activity/extracurricular
- If the student's performance or participation in an extracurricular activity are directly tied to a class assessment or grade, the student will be provided with an equal alternative assignment as a grade is not part of the student's consequence.

3rd Violation (in addition to the consequences listed):

- Suspension from club/activity/extracurricular for the rest of the school year including competitions, performances, or tournaments.
- Loss of leadership position in the club/activity/extracurricular and removal from future leadership opportunities in that club/activity.
- Consequences shall be cumulative only during one academic year.

Note: If the student becomes a participant in an approved chemical dependency/education program (an example is the MHS vape education program or other programs recommended through an outside physician - any cost of an outside program would be incurred by the

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parent/caregiver), then the student may be reinstated in less time than the policy states. This reinstatement is at the discretion of the Mansfield High School Principal.

ATHLETIC PROGRAM #JJIB

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

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

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

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

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

Chain of Communication

Everyone is asked to use the following line of communication:

- Coach
- Athletic Director
- Principal
- Superintendent

Booster Club

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

Gridiron Club

The Gridiron Club is a support group primarily for the football team and the cheerleaders. The

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club helps to offset the expenses associated with the in-season camp. Also, the Gridiron Club takes an active role in the development of spirit surrounding the tradition of football within the community.

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

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

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

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

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

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

- During the previous marking period the student must have passed and received full credit in at least four of their seven scheduled courses. If a student has an attendance

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appeal and/or incomplete grades in process they may continue to participate (in practices only) until the attendance appeal and/or incomplete grades are completed.

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

Athletic Registration

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

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

Registration due dates;
Fall: August 16th, 2026
Winter: November 13th, 2026
Spring: March 13th, 2027

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Student Athlete Conduct

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

M.I.A.A. Chemical Health Rule

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

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

The Minimum Penalties Are:

- First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated, i.e., all fractional parts of an event will be dropped when calculating the 25% of the season. The student must complete the season in good standing in which the penalty for the violation has been served.
- Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season in which the violation occurs. All decimal parts of an event will be truncated, i.e., all fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or

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subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or a treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of the events of that season. The director or a counselor of a chemical dependency treatment center must issue certification of the student's attendance in such a program. Any fractional part of the events of the season shall be dropped when calculating the 40% of the season.

- Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

MIAA Bona Fide Team Member Rule

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

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

Team Selection

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

Insurance

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

School Attendance

To participate in a practice or game, a student must be in school a minimum of 3 hours. Extenuating circumstances must be presented to the Principal by the parent, in writing, prior

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to the practice or game, in order for the student to participate. The Principal will respond immediately to the request.

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

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

Season Limits
Mansfield High School adheres to the season limits as set by the MIAA. Fall practice may begin for all teams as early as the second Thursday preceding Labor Day. Football must precede their initial contact practice day with an additional three days of single non-contact sessions. The first day of practice for the winter season may begin on the Monday after Thanksgiving. The first day of practice for the spring season may begin on the third Monday in March. Each season will end upon completion of the schedule or tournament play.
***No team may practice or compete under the supervision of an athletic staff member between seasons as defined above. The Mansfield School Committee does not sponsor any student activity or preparation prior to these dates and school department personnel will not be authorized to participate in such activities.

Attendance at Practice
All athletes are expected to attend every practice and game. An excused absence from any practice will not result in penalization. Any absence without prior approval from the coach will be deemed an unexcused absence. The penalty for an unexcused absence is as follows:
First Offense and Second Offense - The student may be suspended from the next contest. He or She must attend the game with the team.
Third Offense - The student may be dismissed from the team.

Weekend Practice
Teams may practice only once (Saturday or Sunday) during a weekend.
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Vacation Policy
Vacations during the season are discouraged. Students who plan vacations during a sports season must understand that their playing time will suffer due to their absence from practices

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and games.

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

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

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

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

Transportation

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

Fundraising

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

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

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

Captains' Code

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

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

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

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

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

Eligibility:

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

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

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

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

When the number of captains for the sport cannot be satisfied due to the lack of potential seniors, it is at the discretion of the coach to open the election to all team members.
Number Of Captains:
The number of captains for any interscholastic sport shall be determined by the head coach. The coach can consult the Principal or Athletic Director for guidance when setting the number of team captains for a season.

Voting Members:

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

COMPLIANCE INFORMATION

RIGHTS OF STUDENTS AND PARENTS REGARDING STUDENT RECORDS/FERPA
Mansfield Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration

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

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

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

STUDENT RECORDS

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

1. To inspect and review the education records of a student within ten (10) days of the day the school system receives a request. Parents/guardians or eligible students should submit to the school Principal or other appropriate school official a written request that identifies the record (s) that they wish to inspect. The Principal will make arrangements 63 for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The school department may charge a reasonable copying fee.

2. To ask the Mansfield Public Schools to amend a record. Parents/guardians or eligible students should write to the school Principal, clearly identifying the part of the record that they want

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changed. If the school system decides not to amend the record as requested by the parent/guardian or eligible student, the school system will notify the parent/guardian or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

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

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

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

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

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

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inspect and copy any of the information prior to its destruction.

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

ETHICS-Gift Giving-Personal #GBEBC

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

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

ETHICS-Gift Giving – Class #GBEBC

An exemption exists for "class gifts", whereby a public school teacher is allowed to accept a personal gift or several gifts during the school year, from a class, club/activity or team, with a total value of up to $150, if a group of students and/or parents wish to pool their contributions toward a group gift. Such a gift must be identified only as being from the class, and the identity of givers and amounts given are not identified to the recipient. Class gifts remove the possible conflict of interest in gifts, as the teacher would have no knowledge of the individual amounts contributed or by whom.

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HOMELESS STUDENTS #JFABD

Mansfield Public Schools As required by law, the district will work with homeless children and youth and unaccompanied youth (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN #JFABE

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE #JFABF

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation. Please refer to the full policy posted on the district web site for definition and eligibility requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY #JRA

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

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

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the right to a hearing.

3. Complaints regarding student records issues may be sent to Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The Mansfield Public Schools may provide certain directory information consistent with the Massachusetts Student Records Regulations unless a parent notifies the school district in writing that he or she does not wish the district to release such information (see Authorization for Release of Student Records section for further details).

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

SPECIAL EDUCATION #IHB

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

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

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

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

Notification of Rights Under the Protection of Pupil Rights Amendment PPRA #IDL

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PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Mansfield Public Schools has developed and adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of

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

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

Parents who believe their rights have been violated may file a complaint with:
Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

APPENDIX
STUDENT BEHAVIOR and EXPECTATIONS
Student Conduct #JK

The Massachusetts General Laws require the Mansfield School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

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The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

Disciplinary Offenses

Level I: Minor Offenses

Level I offenses include, but are not limited to, pass violations, tardiness, failure to attend assigned detention, and use of inappropriate language. No more than one student may be in a bathroom stall at the same time. Students may not eat in the bathroom at any time. Failure to comply with this may result in discipline. Students may not use any food delivery service to have food delivered to school. Students who have food delivered to school without the express permission of an administrator will not be allowed to access their delivery and may be subject to consequences.

Level II: Major Offenses

Level II offenses include, but are not limited to, truancy, insubordination, disrespectful behavior, disruptive behavior, harassment, bullying, vulgar and obscene language, vulgar and obscene language or aggression directed at a staff member, fighting, smoking (including, but not limited to tobacco products such as chewing tobacco, cigars, cigarettes, pipes, electronic, ‘vapor,’ or other substitute forms of cigarette and nicotine products), repeated Level I offenses, unauthorized access to another student’s locker, failure to report to a class or other assigned

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area (library, lunch, assembly, nurse's office, school counseling office), or participation in a school-sponsored activity while suspended.

Level III: Illegal Acts

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

Progressive Discipline

Mansfield Public Schools is committed to maintaining a safe, respectful, and supportive learning environment for all students. In support of this, MPS utilizes a progressive discipline model that emphasizes clear expectations, consistent responses, and opportunities for student growth that focus on restoration.

Student behaviors are addressed through a tiered approach based on the severity and frequency of behavior. The Progressive Discipline List below outlines possible interventions and/or consequences. The list is intended to serve as a guideline for students, families, and staff. While it provides several examples and responses, it is not intended to include all possible situations or outcomes that could come up.

School administrators reserve the discretion to determine appropriate consequences based on the specific circumstances and information provided, including the nature, severity, and frequency of the behavior.

Conference With Administrator

If a student exhibits unexpected behavior in the classroom, they may have a conference with a school administrator to review expectations.

Hall Pass Restrictions

Students who consistently cut class or in any other way violate the hall pass system may be subject to pass restrictions as determined by the administration.

Backpack Privileges

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At the discretion of school administration, students may lose the ability to carry a backpack between classes. These privileges could be restricted if a student is found to be transporting banned materials in their backpack during school.

Community Service

An administrator may assign hours of community service as a logical consequence to behavioral misconduct. When feasible, the community service will be related to the misconduct and performed in school. Community service arrangements outside of school must be approved by school administration and documentation may be required.

Detention Lessons

An administrator may assign a detention lesson or lessons to be completed during an assigned detention or extended detention. Each lesson will directly relate to the offense for which the detention was assigned. If a student fails to complete the lesson or fails to submit satisfactory work related to the lesson, another detention may be assigned to complete or redo the work.

Teacher Detention

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

Lunch Detention

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

Mediation

When possible as determined by a school administrator, an administrator or counselor may facilitate mediation between students in conflict.

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Behavior Plans

Sometimes students struggle with meeting behavior expectations, even after receiving reminders. In response, teams may work with the student and counselor to create a behavior plan. Behavior plans identify appropriate behaviors and incentives that motivate the student. These plans are individualized to the student and their needs and are intended to be temporary support in helping the student demonstrate appropriate behavior.

Behavior Contract

If a child continues to struggle with unexpected behaviors after the implementation of a behavior plan, the child and family may meet with an administrator to develop a behavior contract. Behavior contracts are written and agreed upon by the parent/guardian and school administrator and clearly define what behaviors are expected, what behaviors will not be tolerated, the supports the child has access to in order to meet behavior expectations, and the consequences for engaging in unacceptable behavior.

Office Detention

Office detentions are assigned by an assistant principal for Level I or II infractions. Office detentions are held after school.

Extended Detention

Extended detentions are assigned by an assistant principal for Level I offenses or for Level II offenses. Extended detentions are held after school. Students are expected to bring school work to complete during the detention.

Removal From Bus

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

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Exclusion From Extracurricular School Functions

A school administrator may determine that a student's behavior warrants the student's exclusion from the privileges of extracurricular school activities and attendance at school-sponsored events, including but not limited to: field day, ski club trips and/or end-of-year activities.

Saturday Detention

Saturday detentions are assigned by an assistant principal for Level I and II offenses and are held from 8:00 a.m. – 12:00 noon. Students are expected to bring school work to complete during the detention. Students are required to serve a detention on the date assigned prior to attending athletic practices or other after school or extracurricular activities.

Child Requiring Assistance (CRA)

A CRA is only filed after numerous attempts to support the child have proven unsuccessful. A Child Requiring Assistance (CRA) petition is when the school, parent, or guardian asks the Massachusetts Juvenile Court with help supervising a child. The State of Massachusetts directs schools to file a CRA petition when a child accumulates 8 or more absences in a term. The school can also file a CRA petition for a child who chronically misbehaves in school. Parents and guardians can file a CRA petition when a child fails to obey the legal and reasonable demands of the home. The process involves the family and school receiving a summons to meet before a judge in the Attleboro District Court.

Student Discipline #JIC

The Mansfield School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the Student Handbook or other publication to be made available to students, parents and guardians. The prohibited actions in the Student handbook or other publications do not need to be exhaustive. Principals and staff shall not use

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academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Suspension

Prior to issuing any disciplinary consequences pursuant to G.L. c. 71, § 37H ¾ and not subject to G.L. c. 71, §§ 37H and 37H ½, as discussed below, the Principal or designee will consider alternative remedies to such consequences. This policy applies only to short-term or long-term suspensions, emergency removals or in-school suspensions, or expulsions that are not issued under G.L. c. 71, §§ 37H and 37H ½. This policy does not apply to disciplinary consequences issued under G.L. c. 71, §§ 37H and 37H ½, which include: assault of educational staff, possession of controlled substances or a dangerous weapon on school grounds, and felony charges or conviction.

The Principal or designee will consider methods to re-engage the student in the learning process when deciding disciplinary consequences for the student. Specifically, the Principal or designee will consider and use alternative remedies including but not limited to mediation, conflict resolution, restorative justice, and collaborative problem solving. The use and results of such alternative remedies will be documented in writing. The Principal or designee will consider, use to the extent possible, and document in writing such alternative remedies before the Principal or designee may suspend or expel a student. The Principal will also implement school or district models to re-engage students in the learning process, including positive behavioral intervention and support models and trauma sensitive learning models. The Principal or designee will not implement such models in direct response to a specific incident.

The Principal or designee will document specific reasons where alternative remedies are unsuitable or counter-productive. The Principal or designee will document specific reasons in situations where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm on another while in school. The Principal or designee will document specific reasons.

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Notice of Suspension

Except for emergency removal or an in-school suspension of less than ten (10) days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – Not More Than 10 Days

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. The Principal may impose an in-school suspension for a disciplinary

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offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation. The length of the suspension shall not exceed ten days, cumulatively or consecutively, in a school year.

Principal's Hearing – Short Term Suspension of up to 10 Days

The hearing with the Principal or designee shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

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Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's or parent/guardian's expense; The right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the

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hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in their discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and

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Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing that meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the due process rights as outlined in Massachusetts General Law, Chapter 71, Section 37H or 37H1/2 as applicable. Any student suspended for more than 10 consecutive days or expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during

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the period of their removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed, or in the notice of intent to suspend for cases of emergency removal, or instances where a student is suspended prior to a hearing under Massachusetts General Law, Section 37H and 37H1/2.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education (DESE).

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short-and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE. The Principal of

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each school shall periodically review discipline data by selected student populations, as appropriate.

NOTE:

The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H½. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

Massachusetts General Laws

Section 37H: Policies relative to conduct of teachers or students; student handbooks

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

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Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures ensuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

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

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before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

(e) Any school district that suspends or expels a student under this section shall continue to provide
educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

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Section 37H1/2: Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with
respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive

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written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

Section 37H3/4: Suspension or expulsion on grounds other than those set forth in Sections 37H or 37H1/2

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

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Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school-or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school-or district-wide models shall not be considered a direct response to a specific incident.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the

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purposes of this section, the term ''out-of-school suspension'' shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single
infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

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

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion will have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. The Principal will inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, will have an opportunity to receive education services and

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make academic progress toward meeting state and local requirements, through the school-wide education service plan. The Principal will notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice will be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice will include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

Discipline Of Students Educated On An IEP

All students are expected to meet the requirements for behavior set forth in the student handbook. However, students eligible for special education or 504 Plans are entitled to certain additional protections under state and federal law. Specifically, these laws include M.G.L. c. 71B and its implementing regulations (603 CMR 28.00) and 20 USC 1401 et.seq. ("the IDEA") and its implementing regulations (34 CFR 300 et. seq.).

Students eligible for special education who violate school rules are subject to removal from their current educational placement for up to ten school days per school year, to the extent that such removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student's disability.

Anytime school personnel seek to remove a student from their current educational placement for more than ten school days in a school year, **this constitutes a "change of placement"** and invokes certain procedural rights including but not limited to a review by the IEP TEAM of the relationship between the student's disability and the behavior subject to the disciplinary action, which is referred to as a **Manifestation Determination**.

If the behavior is a manifestation of the student's disability the student's TEAM will conduct a Functional Behavior Assessment and develop a Behavior Support Plan, provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a Behavior Support Plan is already in place, the TEAM will review the plan and revise it accordingly. **The student will also be returned to their educational placement unless the parent(s)/guardian(s) and the school agree otherwise.**

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If the behavior is not a manifestation of the student's disability, then the student may be removed from their educational placement to the same extent that a regular education student would be removed. The special education student must continue to receive their special education services in order to participate in the general education curriculum although in another setting, and to continue to progress toward meeting the goals set out in the student's IEP. Additionally, the student should receive, as appropriate, a Functional Behavioral Assessment and Behavior Support Plan to prevent the behavior from happening again.

There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include when a special education student:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency.

In these situations, school personnel may remove the special education student to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty- five (45) school days without regard to whether the student's behavior is determined to be a manifestation of the student's disability. If a special education student commits an offense which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.

For more information regarding the rights of special education students see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at http://www.doe.mass.edu/sped/prob/. Additionally, copies of the state and federal special education laws are available online at the Massachusetts Bureau of Special Education Appeals website, at http://www.doe.mass.echi/bsea/ or can be requested from the Director of Special Education at (508) 261-7507

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Discipline of Students Educated on a 504 Plan

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

Discipline Of Students Not Yet Eligible For Special Education

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if:

> (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services;
> (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or
> (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel.

However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

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

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Proper Use and Administration of Restraint

The Mansfield Public Schools prohibits the use of mechanical restraint, medication restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b), seclusion restraint, and the use of physical restraint in a manner inconsistent with 603 CMR 46.03.

School personnel will use physical restraint only as an emergency procedure of last resort and only after other less-intrusive alternatives have failed or been deemed inappropriate, with these goals in mind:

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

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

Search & Interrogation

Lockers, desks, and other equipment assigned to students remain the property of Mansfield Public Schools and are provided for student use. Because these items are school property, students should not expect privacy in their contents. Mansfield Public Schools reserves the right to inspect, search, or access lockers, desks, and other school-owned property at any time, in accordance with applicable laws and regulations, to maintain a safe, secure, and orderly learning environment.

Searches by Staff:

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own property, and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

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Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school district to provide an atmosphere conducive to the educational process.

Interrogations by Police:

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or their designee will be present when possible and will only make students available with parent/guardian consent or a validly issued judicial warrant. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation and gain their consent, if needed.

2. If custody and/or arrest are involved, the Principal will observe that all procedural safeguards, as prescribed by law, are followed by the law enforcement officials.

Firearms

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

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

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

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Use Of Tobacco And Tobacco Free Products On School Property

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

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

Behavior At After School and Evening Events

Students attending after-school and evening events are expected to conduct themselves in a manner consistent with the behavioral expectations outlined in this handbook. These expectations apply to all school-sponsored activities and events, including athletic contests, performances, dances, and other events held both on and off campus.

Students are expected to positively support Mansfield Public Schools, its students, and its teams. Disrespectful, disruptive, or unsportsmanlike behavior including negative comments, taunting, inappropriate gestures, harassment, or other actions directed toward officials, opponents, participants, spectators, or staff is prohibited.

Any student who fails to meet these expectations may be required to leave the event without a refund. Depending on the nature, severity, and/or frequency of the behavior, additional consequences may be imposed, including exclusion from future school events and disciplinary action in accordance with school policies and procedures.

Students are reminded that attendance at extracurricular events is a privilege, and continued participation is contingent upon maintaining appropriate conduct.

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Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered daily. We appreciate the cooperation of everyone in:

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

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

Care Of School Property

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

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

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Student Dress

The Mansfield Public Schools is committed to fostering a diverse, inclusive, and respectful learning environment. Students have the right to express their individuality through their dress and appearance. Responsibility for student attire rests primarily with students and their families.

In accordance with Massachusetts law, students are expected to dress in a manner that is consistent with reasonable standards of health, safety, cleanliness, and respect for the educational environment. Student attire must not substantially disrupt the educational process or interfere with the rights, safety, or well-being of others.

Students may not wear clothing or accessories that:

- Depict, promote, or advocate violence, aggression, harassment, discrimination, hate speech, or the intimidation of any individual or group.
- Display, advertise, or reference alcohol, tobacco, vaping products, cannabis, illegal drugs, drug paraphernalia, or other controlled substances.
- Display or reference sexually explicit, lewd, or vulgar language, images, or content.
- Create a safety concern in classrooms, laboratories, physical education settings, vocational spaces, or other school activities.
- Cause a substantial disruption to the educational environment.
- Expose undergarments.

For safety and identification purposes, hoods must remain off while students are in school buildings unless otherwise authorized by school administration or required for documented religious, cultural, or medical reasons.

School staff will address dress code concerns in a manner that is respectful, equitable, and designed to minimize disruption to the student's learning experience. **For the full policy please see School Committee policy** #JIC.

Student Cooperation

Students are expected to cooperate with MPS staff enforcing the code of conduct. Failure to cooperate, obstructing an investigation or search, or providing false information, may result in discipline.

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Academic Integrity

Mansfield Public Schools maintains a rigorous academic program. Part of maintaining these high expectations is an agreement that students will hold themselves, and each other, to the highest standards of integrity. Students are expected to take accountability for their own work and acknowledge the work of others, including their peers.

Mansfield Public Schools will not tolerate any deviation from the academic integrity policy, including instances of cheating and plagiarism. Cheating is a serious academic offense that impedes learning and diminishes personal growth. It includes but is not limited to cheating on tests, quizzes, homework, or any other assignment regardless of point value. If a teacher determines that a student has cheated, the teacher will notify parents and administrators and assign consequences outlined in the Progressive Discipline section of this handbook.

Plagiarism is a serious academic offense. According to Webster's Collegiate Dictionary, 10th ed., to plagiarize is "to steal and pass off the ideas or words of another as one's own… to commit literary theft." Plagiarism may include, but is not limited to any of the following acts:

- downloading an entire document from the Internet;
- cutting and pasting portions of a source from the Internet;
- copying or paraphrasing from the work of another student;
- copying or paraphrasing from published sources, such as Cliff's Notes, Spark Notes, books, magazines, newspapers, etc., without proper documentation;
- utilizing artificial intelligence to generate work and presenting that work as your own.

If a teacher determines that a student has violated the Academic Integrity expectations, including plagiarism, the teacher will notify the student, parent/guardian, and appropriate administrator and assign consequences as outlined in the Academic Integrity section of this handbook. In order to maintain our integrity, all staff members will be vigilant and ensure that these standards are met and consistently sustained.

Students and parents/guardians who believe a violation has been identified in error may appeal the determination by submitting a written request to the building principal within five (5) school days of notification. The principal, or designee, will review the information provided by all parties and render a final decision regarding the finding and any associated consequences.

Examples of academic integrity violations include, but are not limited to:

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- Copying the work of someone else and presenting it as your own;
- Failing to appropriately cite a source when required to do so by a teacher;
- Soliciting or allowing someone else to complete your work for you, and presenting it as your original work;
- Using Artificial Intelligence to generate work and presenting it as your own;
- Receiving or obtaining a copy of an exam, parts of an exam, or exam information that has not been made available by the teacher prior to the exam;
- Unauthorized use of electronic devices, websites, apps, or other electronic means to gain an advantage on an assignment or an exam;
- Allowing other students to copy your work on any assignment or exam;
- Altering an assignment or an exam after the work has been graded and seeking credit for the altered work.

Violations of the academic integrity guidelines may result in the following consequences:

- 1st violation in an individual class - Automatic zero on the assignment, teacher will inform parents and administration. The Administrator also reserves the right to assign an office detention
- 2nd and Subsequent violations in an individual class - Automatic zero on the assignment and referral to the main office for additional consequences from an administrator based on progressive discipline. A meeting with the teacher, student, administrator, and parents. Additional consequences can be cumulative for all classes.

Students should only use Artificial Intelligence to complete assignments if they have been instructed to do so by their teachers. If students use AI for any part of their assignment, they should follow all guidelines and expectations set forth by the teacher. Failure to meet these expectations may result in consequences aligned with the Academic Integrity section of this handbook.

Sale or Distribution of Items

Students are not permitted to sell, distribute, trade, or solicit the sale of any items on school property, at school-sponsored events, or on school district transportation without prior authorization from school administration. This includes, but is not limited to, food, beverages, candy, snacks, 3D-printed items, trinkets, merchandise, or other personal items. Unauthorized sales or distribution may result in confiscation of items and disciplinary action in accordance with the Student Code of Conduct.

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Electronic Media and Communication Devices

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

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

Hazing #JICFA, #JICFA-E

In accordance with Massachusetts General Laws, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Principal, be suspended from school for up to ten (10) school days.

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Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

CH. 269, S.17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED
Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. FAILURE TO REPORT HAZING
Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. COPY OF SECS. 17 to 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS, AND ORGANIZATIONS; REPORT
Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student

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organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

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

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Student to Student Harassment

Harassment of students by other students will not be tolerated in the Mansfield Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities. It also applies any off-campus conduct that can create a hostile environment for students in school.

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

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

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

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

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

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

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

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

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy. **For the full policy please see School Committee policy** #AC-R.

Sexual Harassment/ Title IX Policy #ACAB-R

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is:

Amy Bright, Assistant Superintendent for Teaching and Learning
2 Park Row, Mansfield, MA 02048
508-261-7500
Amy.Bright@mansfieldschools.com

The District's Title IX Coordinator may delegate specific duties to one or more designees as the Title IX Coordinator finds appropriate.
The District's nondiscrimination policy and grievance procedures can be located below. The District has adopted these grievance procedures to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the procedures below.

Definitions
Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

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Under state law, sexual harassment is sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- Such conduct interferes with an individual's job duties; or
- The conduct creates an intimidating, hostile or offensive work environment.

Under Federal law, sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- *Quid pro quo harassment*. An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    - o The degree to which the conduct affected the complainant's ability to access the District's education program or activity;
    - o The type, frequency, and duration of the conduct;
    - o The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    - o The location of the conduct and the context in which the conduct occurred; and
    - o Other sex-based harassment in the District's education program or activity.
- *Specific offense*s.

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o Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
o Dating violence meaning violence committed by a person:
▪ Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
▪ Where the existence of such a relationship shall be determined based on a consideration of the following factors:
● The length of the relationship;
● The type of relationship; and
● The frequency of interaction between the persons involved in the relationship.
o Domestic violence meaning felony or misdemeanor crimes committed by a person who:
▪ Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim;
▪ Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
▪ Shares a child in common with the victim; or
▪ Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
o Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
▪ Fear for the person's safety or the safety of others; or
▪ Suffer substantial emotional distress

The following additional definitions apply:

"Complainant" means:

● A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
● A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who

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was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

"Complaint" means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations. The Title IX Coordinator will file this complaint if the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the District from ensuring equal access on the basis of sex to its education program or activity. The following factors go into the decision by the Title IX Coordinator:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the District;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the District could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

"Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the District's prohibition on sex discrimination.

"Relevant" means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

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"Remedies" means measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after a District determines that sex discrimination occurred.

"Respondent" means a person who is alleged to have violated the District's prohibition on sex discrimination.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- Restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or
- Provide support during the District's grievance procedures or during an informal resolution process.

"Parental status" means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

- A biological parent;

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- An adoptive parent;
- A foster parent;
- A stepparent;
- A legal custodian or guardian;
- In loco parentis with respect to such a person; or
- Actively seeking legal custody, guardianship, visitation, or adoption of such a person.

"Pregnancy or related conditions" means:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Complaints and Reports of Sexual Harassment

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX:

A "complainant," which includes:

- a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- the District's Title IX Coordinator

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

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With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of the District; or
- Any person other than a student or employee who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. The District cannot consolidate if it would violate FERPA. Consolidation would not violate FERPA when a District obtains prior written consent from the parents or eligible students to the disclosure of their education records.

The District will address a sex- based hostile environment allegation under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the District's education program or activity or outside the United States.

Obligation to Report

All employees must notify the building principal or the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX.

Informal Resolution

In lieu of resolving a complaint through the District's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The District does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties. Prior to beginning informal resolution, the Title IX Coordinator will send notice to the parties of the process and their rights.

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Informal resolution is entirely voluntary. Parties may elect to pursue formal procedures at any step in the process of making their complaint, including prior to filing one.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within thirty (30) school days after receiving the allegations, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

Supportive Measures

Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Title IX Coordinator. The Title IX Coordinator must then contact the complainant within five school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a complaint;
- Determine whether the complainant wishes to file a complaint; and
- Explain to the complainant the purpose of filing a complaint.

The Title IX Coordinator must document in writing the supportive measures offered/provided or why no supportive measures were offered/provided.

A respondent will be offered supportive measures if the District has initiated a Title IX complaint or if the District has offered informal resolution. If the Title IX Coordinator is initiating the complaint, the Title IX Coordinator will notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

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If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members, as appropriate, of the student's IEP or 504 Team to determine how to comply with the requirements of the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, in the implementation of supportive measures.

Grievance Process Overview

During the grievance process, the District will treat complainants and respondents equally. The District requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The District has established the following timeframes for the major stages of the grievance procedures:

- Within ten business days, the District will decide whether to dismiss or investigate a complaint.
- Within sixty business days, the District will investigate and decide on the complaint.
- The parties will have ten calendar days to appeal a decision from the decision-maker or of a decision to dismiss the complaint. The District will decide an appeal within thirty calendar days of receipt.

The District will provide all parties with a reasonable extension of time frames on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. If a party is seeking an extension, they should request an extension from the Title IX Coordinator in writing, explaining the reasons for the requested extension. The Title IX Coordinator will rule on the extension in writing to all parties. If the District requires an extension for good cause, it will notify all the parties of the reasons.

The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and

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present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The District will objectively evaluate all evidence that is relevant and not otherwise impermissible — including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:
Upon initiation of the District's Title IX grievance procedures, the District will notify the parties of the following:

- The District's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);

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- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.

If, in the course of an investigation, the District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the District will notify the parties of the additional allegations.

Dismissal of a Complaint:
The District may dismiss a complaint of sex discrimination if:

- The District is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the District's education program or activity and is not employed by the District;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- the District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the District will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the District will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the District will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The District will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the District will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;

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- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the District will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the District will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the District's education program or activity.

Investigation:

The District will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the District—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The District will use a separate investigator and decision maker.

The District will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. The

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District will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The District will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence;
- The District will provide a reasonable opportunity to respond to the evidence; and
- The District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

The investigator will write up a report on factual conclusions and provide it to the parties and the decision maker.

Questioning the Parties and Witnesses:
Upon receipt of the investigator's report, the District will requirethe decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. The decision maker will question witnesses and parties directly to make this determination.

Determination Whether Sex Discrimination Occurred: Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the District will:

Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.

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The decision maker will:

● Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
● Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
● If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- o Coordinate the provision and implementation of remedies to a complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by sex discrimination;
- o Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- o Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
- o Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- o Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Following a determination that sex-based harassment occurred, the District may impose disciplinary sanctions, which may include revocation of privileges, detentions, suspensions or expulsions. The District may also provide remedies, which may include supportive measures, counseling, stay away orders, class switches or any additional measures that are appropriate.

After the grievance process, the District may as appropriate, modify or terminate supportive measures. If the District does so, it will provide the parties to timely seek from an appropriate and impartial employee, modification or reversal of the District's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee will be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The District will also provide a party with the opportunity to seek

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additional modification or termination of a supportive measure applicable to them if circumstances change materially.

Appeal

The District offers the following process for appeals from a determination whether sex discrimination occurred:

- The parties have the right to appeal the decision of the decisionmaker to the Superintendent in writing within ten (10) calendar days after the decision is formally made. The Superintendent of Schools will offer the other party an opportunity to respond in writing and then will send the parties a decision within thirty (30) calendar days.

Training

All employees will be trained annually and upon hire on:

- The District's obligation to address sex discrimination in its education program or activity;
- The scope of conduct that constitutes sex discrimination, including the definition of sex-based harassment; and
- All applicable notice and information requirements.

All investigators, facilitators of informal resolution, decision-makers and other persons responsible for supportive measures/Title IX process will have additional training on:

- The District's grievance procedures;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance; and
- rules and practices associated with the district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

In addition, the Title IX Coordinator and designees will receive training on their specific responsibilities, recordkeeping and any other training necessary to implement Title IX.

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Records

A record will be maintained for a period of seven years of any actions, including supportive measures or informal resolution, taken in response to a report or complaint and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.

External Grievance Procedure

Any student, parent or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

Washington DC (Metro)
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1475
Telephone: 202-453-6020
FAX: 202-453-6021;
TDD: 800-877-8339
Email: OCR.DC@ed.gov

OR

The Massachusetts Commission Against Discrimination
One Ashburton Place Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000,
TIY: 617-994-6196

OR

The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
Phone: 1-800-669-4000

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Referral to Law Enforcement, Other Agencies

Some alleged conduct may constitute both a violation of District policies and criminal activity. The building Principal, coordinator, Superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

Retaliation

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

For the full policy please see School Committee policy #ACAB.

Title VI Nondiscrimination and Equal Access

Mansfield Public Schools is committed to maintaining a safe, inclusive, and equitable learning environment for all students, families, staff, and community members. In accordance with Title VI of the Civil Rights Act of 1964, no student, parent/guardian, employee, or member of the public shall be excluded from participation in, denied the benefits of, or subjected to discrimination, harassment, or unequal treatment on the basis of race, color, or national origin in any district program, activity, service, or educational opportunity.

The district is committed to promoting equitable access to educational programs, services, and school-based opportunities for all students and families. This includes providing meaningful communication and access to information for families who speak a language other than English, consistent with state and federal requirements.

Any student, parent/guardian, or community member who believes they have experienced discrimination, harassment, or unequal treatment based on race, color, or national origin is encouraged to report concerns promptly to school administration or the district's designated

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Title VI Coordinator. Complaints will be reviewed promptly, thoroughly, and in accordance with district policy, Massachusetts regulations, and applicable federal law.

Retaliation against any individual who reports concerns, files a complaint, or participates in an investigation is strictly prohibited.

Questions or concerns may be directed to:

Amy Bright, Assistant Superintendent for Teaching and Learning
2 Park Row, Mansfield, MA 02048
508-261-7500
amy.bright@mansfieldschools.com

For the full policy please see School Committee policy #AC.

Peer Relationships and Teen Dating Violence #JICFC

The Mansfield Public Schools is committed to providing a learning environment in which dating violence is not tolerated. Consistent with this philosophy, the Mansfield Public Schools is committed to promoting an environment free from dating violence. Accordingly, the Mansfield Public Schools seeks to increase awareness of teen dating violence and help in responding to the needs of victims and children who are witnesses to such violence.

Teen dating violence occurring in any setting is unlawful, and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence will not be tolerated. The Mansfield Public Schools will respond promptly to complaints and reports of teen dating violence or retaliation and corrective action will be taken where necessary, including disciplinary action where appropriate.

This policy applies to the extent that the alleged conduct does not fall within the jurisdiction of the District's Title IX policies. If the alleged conduct is encompassed within the District's Title IX policies and procedures, those policies and procedures would be controlled.

I. Defining the Issue of Teen Dating Violence

Domestic Violence/ Interpersonal Violence: Domestic Violence is a pattern of coercive behavior in which one partner attempts to control another through threats or actual use of tactics, which

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may include any or all of the following: physical, sexual, verbal, financial, psychological abuse and/or through the use of technology (i.e. cyberbullying).

Domestic Violence affects every community across the country, regardless of ethnic group, culture, or background. People of all ages, sex, income levels, faiths, sexual orientation, gender identity, and education levels experience domestic violence.

Teen Dating Violence: Dating violence (or relationship abuse) is a pattern of over-controlling behavior that someone uses against their dating partner. Dating violence can take many forms, including mental/emotional abuse, physical abuse, sexual abuse and/or through the use of technology (i.e., cyberbullying). Someone may experience dating violence even if there is no physical abuse. It can occur in both casual dating situations and serious, long-term relationships.

Child Witness/Exposure to Domestic Violence: Witnessing violence can affect every aspect of a child's life, growth, and development. Exposure can include seeing or hearing the abuse, discovering the effects of abuse (their parent's injuries or broken furniture, etc.) and/or being injured/hurt defending a parent against the abusive behavior.

Family Violence: Family violence is a broader definition, including child abuse, elder abuse, and other violent acts between family members.

Victim/Survivor/Battered: interchangeable terms to refer to the person who has been hurt, abused or threatened with harm, whether or not there has been actual physical abuse.

Abuser/Perpetrator/Batterer: interchangeable terms to refer to the person inflicting the abuse and causing harm, whether or not there has been actual physical abuse.

Additionally, such conduct may also constitute harassment, a form of discrimination that is prohibited by federal and state law; and/or such conduct may constitute bullying, including without limitation, cyberbullying, which is prohibited by state law. The Mansfield Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment, and the Mansfield Public Schools Anti-Bullying Policy also prohibit such conduct.

II. Recognizing Warning Signs:

- Signs of Abusive Behavior or Victimization include:
- Low self-esteem

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- Views violence as a means of problem solving
- Belief that assault is normal
- Difficulty in establishing positive relationships
- Lack of empathy toward others
- Difficulty with social interactions
- Need for instant gratification
- Low impulse control
- Angry outbursts
- Difficulty with dating relationships
- Very degrading toward females
- Victim stance
- Difficulty with authority figures
- Inappropriate physical contact
- Inability to set goals for the future
- Has witnessed domestic violence toward their mother
- Difficulty with accepting responsibility for own actions
- Hopelessness
- Depression
- Poor decision making/problem solving skills
- Sexual harassing behavior
- Difficulty with following directions
- Little or no investment in learning life skills
- Fear of failure/anxiety

III. Procedure for Reporting Teen Dating Violence

Responsibility of Students

A student, who believes that they have been a victim of teen dating violence, believes that they are in danger of teen dating violence, or has a restraining order against an individual, may report the matter to any of the following individuals: (1) Principal, (2) Assistant Principal, (3) guidance/counselor, (4) teacher, or (5) school nurse.

Students who observe an act of teen dating abuse, or who have reasonable grounds to believe that these behaviors are taking place, should report incidents to school faculty and/or staff. The targeted student will, however, not be subject to discipline for failing to report teen dating abuse.

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The staff member who receives the report must notify the principal or his designee verbally or in writing no later than the end of the student's school day.

Responsibility of School Staff

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

This report should be made verbally or in writing as soon as possible but no later than the end of the student's school day. All staff members are required to report all acts or incidents of dating violence.

These could include:

- Witnessed or reliable information concerning acts or incidents that are characterized by physical, emotional, verbal or sexual abuse;
- Digital or electronic acts or incidents of dating violence;
- Patterns of behavior that are threatening or controlling.

When a report of teen dating violence is received, whether it occurred off school property or has occurred on school property, on the way to or from school or at a school-related event, or a violation of a restraining order on school property, on the way to or from school or at a school-related event is received, the Mansfield Public Schools will act promptly to notify the appropriate authorities of the alleged incident. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Any student who knowingly makes a false accusation of dating violence will be subject to disciplinary action.

It is important to take third-party information seriously where teen dating violence is concerned. It is recommended that an appropriately trained member of the school staff approach the student to discuss what has been heard and potential concerns. If abuse is acknowledged, a "safety plan" should be worked on, in addition to recommending and sharing referrals for counseling, support groups, and police/court assistance.

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Additionally, school staff must remember to comply with all statutory reporting obligations for suspected abuse and neglect (51A reporting). Filing of 51A complaints should be done by following the Mansfield Public Schools Child Abuse and Neglect Reporting Guidelines, including notifying the Principal of the suspected abuse and neglect. Furthermore, school staff may need to report all crimes to the police. Staff should notify the principal, who will notify the Superintendent and the School Resource Officer (SRO). The SRO will coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

IV. Ensuring Confidentiality

Under state law, any information about a student's status as a target or perpetrator of dating abuse or as the petitioner or respondent of an order of protection and other related information that is either generated by or provided to school officials, regardless of its form, is part of the individual's student record (see Massachusetts Student Records Regulations, 603 CMR 23.00). The information is confidential and must be kept private and secure, and may not be disclosed to third parties without the written consent of the parent or eligible student, except in limited circumstances. An "eligible student" is a student who is 14 years of age or older or who has entered the 9th grade, unless the school committee has extended rights to younger students or those who have not yet entered 9th grade (603 CMR § 23.02). Once the student reaches the age of 18, the student or the parent may consent to the disclosure of information from the student's record to third parties unless the student has limited the parent's right in that regard. (Although a student 18 years of age or older has authority to limit the parent's right to consent to disclosure of their student records, the student cannot limit the parent's right to review them.)

Authorized school personnel may have access to student records of students to whom they are providing services when access is necessary to perform their official duties (603 CMR §23.07(3)). In these circumstances, written consent of the eligible student or parent is not required. For example, if the student or student's parent has provided the school a copy of a court order of protection issued on behalf of one student against another student in the same school, they may need to inform the assistant, the school nurse, teachers, and the student's guidance counselor for safety planning and other related purposes.

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A school may disclose information to parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. (See Massachusetts Student Records Regulation 603 CMR 23.07.

Parental Notification and Disclosure

If school personnel determine that a student is currently in danger or there is potential for danger related to dating abuse, a parent/guardian must be notified. School counselors and administrators will work together with students experiencing dating abuse to find ways of involving parents/guardians in increasing their child's safety. If students choose to notify their parents that they are experiencing abuse, school personnel will assist the student in developing a plan for such disclosure, including meeting with students and parents as needed. The student may disclose the name of the alleged offending student to their parents, but the school may not be able to disclose the name depending on the circumstances and safety plan put into place.

Procedures When the School Is Provided With a Copy of a Restraining Order

When a student has a restraining order against an individual and provides a copy of the order to the school, the school should hold a meeting with the student and their parents/guardians to review the restraining order and its implications. A "safety plan" should be worked out to address the victim's needs and concerns, including staff to which the student may report if any concerns arise or any violation of the restraining order occurs while the student is on school property or at a school-related event. If the restraining order is against another member of the school community, a separate meeting should be held with that individual to review the restraining order and its implications, expectations, and the consequences for violation of the order. The development of the "safety plan" will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

V. Investigations and Disciplinary Action

The Assistant Principal or designee investigates promptly all reports of teen dating violence and, in doing so, considers all available information known, including the nature of the allegation(s) and the ages of the students involved. Investigations will be handled in accordance with state guidelines.

During the investigation, the Assistant Principal or designee, among other things, interviews students, staff, witnesses, parents or guardians, and others as necessary. The Assistant Principal

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or designee (or whoever is conducting the investigation) reminds the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and results in disciplinary action.

Interviews may be conducted by the Assistant Principal or designee, other staff members as determined by the Assistant Principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given their obligation to investigate and address the matter, the Assistant Principal or designee maintains confidentiality during the investigative process. The Assistant Principal or designee maintains a written record of the investigation.

Procedures for investigating reports of teen dating violence are consistent with school or district policies and procedures for investigations. If necessary, the Assistant Principal or designee consults with legal counsel about the investigation. The procedures for investigating reports of teen dating violence align with the disciplinary guidelines and procedures as outlined in the student handbooks.

The Mansfield Public Schools is committed to creating a campus environment that promotes timely and fair adjudication of teen dating violence cases. If it is determined that inappropriate conduct has been committed, the Mansfield Public Schools will take such action as it deems appropriate under the circumstances and that is consistent with the school's student code of conduct. Such action may range from counseling and/or discipline up to and including suspension or expulsion from school.

VI. Prevention: Training & Education

Staff Training

The Mansfield Public Schools will provide annual training on the district's teen dating abuse policy and on the topic of teen dating abuse to all administrators, teachers, nurses, and mental health staff at the middle and high school levels. Upon the recommendation of the superintendent, other staff may be included or may attend the training on a volunteer basis; thereafter, this training will be provided yearly to all newly hired staff deemed appropriate to receive the training by the school's principal.

Student Education

Ongoing age-appropriate education on healthy relationships will be provided to all students in grades K-10, with specific instruction relating to teen dating abuse taught yearly in grades 7 –10 through the health curriculum. This curriculum will include, but not be limited to, defining teen

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dating violence, recognizing warning signs of abuse, and characteristics of healthy relationships. Additionally, students will be provided with the school district's teen dating abuse policy in the student handbook.

Parent Education
The District will inform parents of the policy against teen dating abuse and provide them with any additional relevant information and local prevention resources through the Mansfield Public Schools website. The Committee encourages the use of parent workshops at the secondary level on the topic of preventing teen dating abuse.

VII. Other Remedies
In addition to reporting a teen dating violence incident that occurs on school property, on the way to or from school, or at a school-related event in accordance with the procedures above, a student who believes that they have been the victim of teen dating violence on school property, on the way to or from school, or at a school-related event may also file a complaint of harassment and/or bullying in accordance with the procedures set forth in either the Mansfield Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment and/or the Mansfield Public Schools Anti-Bullying Policy. Furthermore, a student who believes that they have been the victim of teen dating violence that has occurred off school grounds and/or during non-school hours may report the alleged incident to the police.

Students who believe that they are in danger may also seek a restraining order to protect a person from physical pain or injury or the threat of pain or injury by filing an application for a restraining order at the local courthouse.

VIII. Administrative Plan and Guidelines
The Superintendent will oversee the development of administrative plans consistent with this policy, in consultation with the District's Bullying Prevention Committee.

The Superintendent or designee will review and update the Teen Dating Violence Policy and Administrative Plan by December 31 each year.

IX. Notice
Notice of this policy will appear in all district publications that discuss comprehensive rules, procedures, and student conduct, including but not limited to student handbooks and the Mansfield Public Schools website.

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Protocol for Responding to Reports of Teen Dating Abuse and Sexual Violence #JICFC-R

1. Protocol for Intervention: Staff Members

A. Any school staff member who witnesses an act of teen dating violence will take the following steps:

- Verbally instruct the offending student to stop the abusive behavior.
- Separate the offending and targeted student.
- Contact the main office staff, who will immediately contact an administrator to assist if needed.
- Send the offending student to the Assistant Principal's office. If necessary, have the student escorted by an administrator or hall monitor.
- If the behavior took place in the classroom, the staff member should initiate a discipline referral.
- If the incident takes place outside the classroom, but still within the school building, the staff member should report the incident to an administrator, who will initiate a discipline referral.
- Report name(s) of any bystanders to an administrator.
- If the incident takes place at a school-sponsored event outside of the building, reports should be made to the supervising staff member on site (for example, the Athletic Director, Assistant Principal, Class Advisor, etc.)

B. Any school staff member who learns of or suspects an act of teen dating violence will take the following steps:

- If comfortable doing so, staff should speak with the alleged targeted student directly. Inform the student of their right to file a complaint of dating abuse with any counselor or administrator.
- Following the conversation, the staff member will report their concerns verbally to the principal or their designee as soon as possible but no later than the end of the student's school day and must submit a written report no later than one day after.
- If a staff member does not feel comfortable talking directly with the student about their concerns, they should report the concerns verbally to the principal or their designee as soon as possible but no later than the end of the student's school day and must submit a written report no later than one day after.

2. Protocol for Intervention: Assistant Principal or Principal

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An Assistant Principal or Principal who witnesses or learns of an act of teen dating abuse will take the following steps:

- Take action to ensure the physical safety and emotional well-being of the targeted student. Contact the school nurse, a guidance counselor or school psychologist to provide assistance.
- Verbally instruct the alleged offending student to stop the abusive behavior. Investigate the complaint in accordance with the procedure outlined in JICFC. Meet separately with the targeted student and alleged offending student. Seek the targeted student's input as to the best outcome of the situation. Assess the student's safety at school and at home, and discuss implications of notifying parents. Gather information from any students, teachers, guidance counselors, or staff members who may have any knowledge of the incidents. Document what they learn. Assistant Principals should alert the Principal to this process.
- Offer the targeted student assistance in documenting the incident.
- Further investigate the complaint by speaking with the alleged offender and any witnesses or bystanders separately. Document all information.
- If the assessment by the administrator determines that the incident may constitute a crime, the administrator should notify the School Resource Officer or police immediately, as well as the Superintendent.
- Incidents involving sexual contact with students under the age of 16, or dating or sexual abuse of students under the age of 18 must be reported to the Department of Children and Families (DCF).
- If the incident involves sex discrimination or sexual harassment, it must be reported to the Assistant Superintendent, who is the District's Title IX Coordinator.
- The targeted student should be referred to their counselor or school psychologist. If the school psychologist or counselor determines that the targeted student's mental health has been placed at risk, the counselor or school psychologist will make appropriate referrals.
- If the students are under 18, contact the parents/guardians of the targeted student and the alleged offender to inform them that an alleged incident of dating violence has occurred. Ask the parents/guardians to attend separate family meetings with the Assistant Principal and their child to discuss the incident. At no time should the targeted student and alleged offending party be brought together for a meeting.
- Track and document the progress of investigation and intervention to ensure that all important actions are taken.

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● Schools must notify both parties in writing of the outcome of the investigation into the act or incident of dating violence.
● The school administrator must also refer the student and/or the student's parents/guardians to the Mansfield Public Schools Non-Discrimination Policy and Prohibition against Sexual Harassment, which addresses procedures for informal resolution and filing of formal complaints, and the Mansfield Public Schools Anti-Bullying Policy and provide copies of the same upon request, when these policies are applicable.

3. Working with the Targeted Student

Assistant Principals and Principals will use the following methods of intervention with the targeted student:

● Conference with the targeted student and parent(s)/guardian(s).
● Identify immediate actions that can be taken to increase the targeted student's safety and ability to participate in school, minimizing fear or intimidation. Discuss this plan with the necessary teachers, guidance counselors, school psychologist, school resource officer, school nurse and hall monitors where appropriate.
● Inform the student and parent(s)/guardian(s) of school and community resources as needed, including their right to file charges or seek legal protection. Offer access to school or community based counseling as needed.
● Encourage the student to report further incidents.
● Monitor the targeted student's safety at school and school-sponsored events as needed. Assist the targeted student with safety planning for the school day and at school-sponsored events with assistance from the student's guidance counselor.
● Assist students in accessing community-based resources for safety planning for after-school hours.
● Document the meeting and any action plans on an Incident Report Form. If the targeted student or parent(s)/guardian(s) decline to document the incident, note this on the form.
● Store all complaints and related documentation in a separate, confidential file and document subsequent follow-up actions and complaints as appropriate.
● Assistant Principals may provide the targeted student with the right to have a support person of their choosing present during appropriate stages of the investigation.

4. Working with the Alleged Offender

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The Mansfield Public Schools require every reasonable effort be made to protect the due process rights of the alleged offender. At their discretion, administrators will adopt the following methods of intervention with the alleged offender:

- Conference with the alleged offender and parent(s)/guardian(s).
- Allow the alleged offender an opportunity to respond in writing to the allegations. Additionally, investigate the allegation in accordance with Policy JICFC.
- Identify and implement disciplinary and other actions and consequences that will be taken to prevent further incidents. Inform the alleged offender and parent/guardian of help and support available at school or in the community as needed. Offer access to school or community based counseling.
- Address the seriousness of retaliation against the targeted student for reporting the incident or cooperating with the investigation. Inform the alleged offender that retaliation or threats of retaliation in any form designed to intimidate the targeted student, those who are witnesses, or those investigating an incident will not be tolerated. In most cases retaliation or a threat of retaliation will result in the imposition of a short or long-term school suspension and, in appropriate cases, referral to the police.
- Document the meeting and action plans as appropriate.

5. Ensuring Confidentiality

The Mansfield Public Schools recognizes its responsibility to safeguard the privacy of its students, staff, and their families. The MPS, therefore, is committed to protecting the confidentiality of personal information concerning students, families, and staff. Disclosure of information about students may be governed by federal and state laws. School administrators will consult with the MPS legal counsel as needed to comply with state and federal laws.

- Under state law, any information about a student's status as a target or perpetrator of dating abuse or as the petitioner or respondent of an order of protection and other related information that is either generated by or provided to school officials, regardless of its form, is part of the individual's student record (see Massachusetts Student Records Regulations, (603 CMR §23.00)). The information is confidential and must be kept private and secure, and may not be disclosed to third parties without the written consent of the parent or eligible student, except in limited circumstances. An "eligible student" is a student who is 14 years of age or older or who has entered the 9th grade, unless the school committee has extended rights to younger students or those who have not yet entered 9th grade (603 CMR §23.02). Once the student reaches the age of 18, the student or the parent may consent to the disclosure of information from the

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student's record to third parties unless the student has limited the parent's right in that regard. (Although a student 18 years of age or older has authority to limit the parent's right to consent to disclosure of their student records, the student cannot limit the parent's right to review them.)

● Authorized school personnel may have access to student records of students to whom they are providing services when access is necessary to perform their official duties (603 CMR §23.07(3)). In these circumstances, written consent of the eligible student or parent is not required. For example, if the student or student's parent has provided the school a copy of a court order of protection issued on behalf of one student against another student in the same school, they may need to inform the assistant, the school nurse, teachers, and the student's guidance counselor for safety planning and other related purposes.

● A school may disclose information to parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals(603 CMR §23.07).

Parental Notification and Disclosure

If school personnel determine that a student is currently in danger or there is potential for danger related to dating abuse, a parent/guardian must be notified. School counselors and administrators will work together with students experiencing dating abuse to find ways of involving parents/guardians in increasing their child's safety. If students choose to notify their parents that they are experiencing abuse, school personnel will assist the student in developing a plan for such disclosure, including meeting with students and parents as needed. The student may disclose the name of the alleged offending student to their parent/guardian, but the school may not be able to disclose the name depending on the circumstances and safety plan put into place.

Bullying Prevention And Intervention (Unless otherwise defined by Massachusetts General Law) - #JICFB, #JICFB-R

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

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

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

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district;
- Through the use of technology or an electronic device owned, leased, or used by the Mansfield Public Schools

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

I. Definitions

To effectively support a comprehensive and collaborative approach to school safety, it is essential for school personnel, students, parents/guardians, law enforcement agencies and other interested parties to use common language. The following definitions, several of which are copied directly from M.G.L. c. 71, § 37O, are provided to help facilitate this:

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

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

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

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

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

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

Multi-Tiered System of Supports (MTSS) is a framework that provides guidance on how we can improve educational, social, emotional and behavioral outcomes for all students. This involves the development of integrated systems to proactively support the needs of all learners. Much of

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Response to Intervention is encompassed by MTSS but the philosophy is somewhat different and the scope is broader. It follows a three-tiered model of instruction. Each school has established teams to provide support for teachers who request assistance to develop, expand and implement strategies in the regular classroom to help meet the diverse needs of students.

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

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

Target is a student against whom bullying, cyber bullying, or retaliation has been perpetrated. For the purpose of this policy and accompanying plan, whenever the term bullying is used, it is to denote either bullying or cyberbullying.

II. Prevention and Intervention Plan

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

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

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

III. Reporting

Responsibility of Students

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

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

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

Responsibility of School Staff

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

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

IV. Investigation Procedures

The building Principal or designee first assesses the safety needs of the alleged target and/or protects the alleged target from possible further incidents. The building Principal or designee work with staff to create a personal safety plan; assign seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identify a staff member (in most cases the guidance counselor) who acts as a "safe person" for the target; and, when feasible, altering the aggressor's schedule so there is no access to the target. The administrator alerts the parents/guardians about the safety plan as needed. The Principal or designee will promptly investigate the report of bullying, in accordance with current state regulations.. The investigation may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

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

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Furthermore, school staff also must report all crimes to the police. Staff should notify the Principal, who will notify the Superintendent and the School Resource Officer. The SRO will coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will be completed promptly. The parents or guardians will be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and to the parents of the alleged aggressor, whether disciplinary action has or will be taken.

V. Retaliation

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

VI. Confidentiality

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

VII. Disciplinary Action

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

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

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

VIII. Prevention: Training and Education

Staff Training

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

Student Education

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

IX. Publication and Notice

Notice of this policy and plan will appear in all district publications that discuss comprehensive rules, procedures, and student conduct, including but not limited to student handbooks and the Mansfield Public Schools website.

The Superintendent or designee will provide annual written notice of the Bullying Prevention and Intervention Plan to all school staff. Employee handbooks will include relevant sections of the Bullying Prevention and Intervention Plan as they relate to the duties of faculty and staff.

Principals will provide annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan, in age-appropriate terms, to students and their parents/guardians in student/parent handbooks.

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