

Mansfield Seventh-day Adventist School



School Handbook

1040 W. Cook Road; Mansfield, OH 44906
419-756-9947

Educating young people to Learn, Love, and Live Christ's way.

Updated July, 2023

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School Staff

Principal/Teacher, Upper Grades:	Christina Dotson	419-756-9947 (school) MissDotson@gmail.com
Teacher, Lower Grades K-3:	Nora Moon	

School Board

Larry Clayburn	Chairperson	419/631-6665
Frank Moritz	Vice Chairperson	
Israel Cavalli	Pastor	419/756-6333 (Church)
Adam Clayburn	Treasurer	
Christina Dotson	Secretary	
Tina See	Home & School Coordinator	
Members at Large: Tina See, Lana Adams		

School Hours

8:00AM - 2:30 PM Monday through Friday*

*In an attempt to provide adequate busing for those students needing this transportation, as well as providing appropriate staffing needs, these hours are subject to change within the first 30 days of the current school year.

Refer to school calendar for school hour exceptions

MSDA SCHOOL PHILOSOPHY

Educating young people to Learn, Love, and Live Christ's way.

True education addresses the needs of the whole person and is concerned with the physical, mental, spiritual, social and emotional aspects of life. This is best accomplished when the family, school, and church work in unity.

Ideally, the parent is the child's first teacher. At birth, children start a lifelong, never-ending process of learning. In most cases, the parent is not only the child's first teacher, but also the child's best teacher. For this reason, Mansfield Seventh-day Adventist School supports, encourages, and expects parental involvement with their child's education.

Children learn best when they are placed in a loving, caring, and nurturing atmosphere. This helps children to develop a sense of self-worth and confidence. In turn, this motivates children to excel in their learning. Each member of the faculty and staff of Mansfield Seventh-day Adventist School is dedicated to treating every student with love and compassion.

Jesus Christ is the center of Mansfield Seventh-day Adventist School and there are two basic rules:

1. Love God with all your heart
2. Love your neighbors, classmates, and teachers as yourselves.

Parents everywhere want a few basic things for their children: a safe environment, caring and qualified teachers, opportunities for academic achievement and an underlying value structure. Mansfield Seventh-day Adventist School offers Christian education for grades K-8 and is able to meet each one of these needs because of its unique small-school environment.

The low student-teacher ratio gives opportunity for the teacher to share Christ with each student on a more personal basis. Our teachers believe that knowing Christ is the most important aspect of learning. Not only are our students encouraged to develop a personal friendship with Jesus, but they are also mentored in ways to spread love and service to their community and the world around them. Proper development of each student prepares him or her for the joy of service in the world and for the higher joy of service in eternity.

APPLICATION PROCEDURE

Registration

According to Ohio State Law, parents who are enrolling their child for the first time must provide either:

- a certified copy of the student's birth certificate
- or*
- reliable proof of the student's identity and age which must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

In addition, all students must have on file the following completed forms:

- Registration Form
- Permit for Dispensing Prescription/Non-Prescription Medication
- Continuing Consent to Treatment & Authorization to Release Information
- Immunization form
- Current physical exam report for new students as well as 4th & 7th grade students
- Student Behavior Contract
- Computer User Agreement and Permission

Tuition

Yearly Tuition: \$6,100 annually (Tuition may be paid \$610 per month for 10 months.)

Scholarships:

- Scholarships are available which may cover your student's entire tuition amount.
- Families wishing for scholarships should apply for the Ed Choice scholarship. The school will provide necessary forms.

Delinquent accounts of over two months will be referred to the School Board.

Those students attending school for a partial year will be charged a percentage of the tuition based on the number of days enrolled.

Acceptance of Students

In keeping with the requirements of the Ohio Department of Education and the Ohio Conference of Seventh-day Adventists, Mansfield SDA School accepts students to the first grade who will be six years of age no later than September 30. Kindergarten students should be five years of age no later than September 30.

Student grade placement is determined by an analysis of records transferred from the previous school, including standardized test records and the most recent report card. In addition, placement in levels of certain subjects such as reading and math are determined through placement testing, regardless of levels completed in previous years at previous schools.

Educational Equity

MSDA School does not discriminate in admission or access to its programs on the basis of race, color, national origin, sex, age, religion, disability or any other legally protected status.

The school does, however, reserve the right to assess any incoming students with learning challenges and base the decision to accept based on the results.

Required Physical Exams

Students must be examined no more than six months before the first year of school attendance in either kindergarten or first grade. Physicals are also required before grades 4 and 7, or in case of transfer from another school. Ohio law requires a printed or typed written form, signed by a licensed physician, physician's assistant or nurse practitioner stating that a physical examination was given. The form must also specifically name the person who received the exam and the date when the exam was given.

Curriculum

The teachers and staff of Mansfield Seventh-day Adventist School are committed to providing every student with the necessary opportunities to acquire the knowledge and skills required to meet local course of study objectives.

All elementary grades (K-8) follow the prescribed curriculum guidelines of the Ohio Department of Education. Content areas include: Bible, English, Language Arts (English, Handwriting, Reading, Phonics, Spelling) Mathematics, Science, Social Studies, Technology, Music, Art, and Physical Education.

Assessment is a critical component of both short-and long-range lesson planning for all teachers at Mansfield Seventh-day Adventist School. A variety of assessments will be utilized during the educational tenure of a student at M.S.D.A. The latest research-based teaching pedagogy advises standardized testing, student portfolios, student projects, task accomplishment logs and progress logs to be part of the overall academic assessment of a student. Students at the elementary level are learning to master the foundational skills required to be successful in high school, college and adulthood.

Mansfield Seventh-day Adventist School administers the ITBS standardized test in the fall of each year to all students in 3rd grade and higher to assess student performance and chart growth from year to year. The test results, which are analyzed carefully by each teacher, are one of the indicators used to determine strengths and weaknesses in a student's academic performance. This data will help the teachers determine which areas of the course of study may need remediation and/or enrichment. Grade-promotion decisions will be made based upon evidence of the knowledge and skills acquired which enable the student to meet the local course of study objectives, with 80% being considered the minimum score acceptable for indicating a mastery of a learning objective. The evidence that will be reviewed when determining grade placement for the next school will include the following:

- class performance on written assignments, tests, quizzes, projects, etc.
- anecdotal records of student progress
- informal assessments and teacher observations
- progress as indicated by grade notes, report cards, and standardized test results

The entire learning process at MSDA School is student-centered with the needs of each student the primary focus. Instruction is carefully planned and implemented, assessment is systematic and frequent, and the necessary interventions are put into place when necessary to ensure the success of each child.

Student Records

The Family Educational Rights and Privacy Act (FERPA) governs the establishment, maintenance, and processing procedures for student records. This act obliges schools to develop procedures regarding notification of rights, release of records and student directory information.

Notification of Rights

FERPA affords parents, or guardian, the following rights:

- 1) The right to inspect and review the student's education records within 45 days after the day

the school receives a request for access.

- 2) The right to request an amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate or misleading.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure to school officials with a legitimate educational interest without consent.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SE
Washington D.C. 20202-4605

Release of Records

As noted in the previous section, no information will be released to any individual or outside agency without the written consent of a parent or guardian. Student records requested by transferring students are sent directly to the new school.

Reporting Student Progress to Parents

The process of accurately reporting student progress must involve a variety of communication methods. These include: parent-teacher conferences, phone calls, newsletters, quarterly grade reports, online gradebook, and take-home folders.

Student progress reports are provided to parents on a regular basis. It is our goal at MSDA School to make sure a parent is never unpleasantly surprised by a quarter grade on a child's report card because they will have been notified all along how the child is doing.

Parent/Teacher conferences are held twice during the year. These formal conferences provide an opportunity for the teacher to elaborate on individual student achievement and effort as indicated on the report card. These conferences provide:

- explanations of the report card
- explanations of classroom activities
- additional information to help parents understand the student's school performance
- cooperative planning for problems which concern the school and the student

If a student begins to show problems in achievement, conduct, or attendance, the parent is notified either by a phone call or in person (since most parents drop off and pick up their children each day.) A conference is scheduled promptly for any student who seems at risk in any way.

If a student is working significantly below grade level even after appropriate interventions have been delivered, a parent-teacher conference will be scheduled during which time the teacher may suggest that special testing be done by the local school district to determine if the student qualifies for special

programs or services. If it is determined that the child qualifies for special services or programs, the teacher and parent(s) will determine when, where, and how the services will be delivered.

Parents are free to schedule other conferences during the school year, at a mutually convenient time for parent and teacher. Teachers will also contact parents of students who are demonstrating little or no progress.

Before School Routines

Students should not arrive on school grounds before 7:45AM, with the exception of bus riders. Once a student arrives at school, he/she must not leave the supervised area.

After-School Routines

Students should be picked up promptly after school ends.

As soon as the students are dismissed from the classroom, they are to report to the supervising teacher. Depending on the weather, students may be supervised after school in the gymnasium or at the play area outside. For safety reasons, students must not leave the gymnasium or the play area without parent or teacher permission.

When parents arrive to pick up their students, the children are to leave school grounds immediately.

Since teachers have responsibilities that prevent them from supervising any late-leavers, the following fee to cover supervision costs will be charged:

- * A \$10 fee per family for any student staying any portion of the first half-hour after 3:00 PM
- * An additional \$5 per student for each 15 minutes or portion thereof

A copy of this charge will be sent to the parent and to the school treasurer. Payment must be sent to the school treasurer.

Attendance Policy

Regular and punctual attendance is required for a successful school learning experience. Ohio Revised Code 3321.07 requires that a non-public school (such as MSDA) have an attendance policy that is “equivalent to [what is] required of children in the public schools of the district.” Therefore, Mansfield SDA School has developed the following policy based on the policies of Mansfield City Schools and the Ohio Department of Education.

Tardiness

- Students who arrive after 8:00 AM will be marked tardy.
- If the student is more than 15 minutes late, he/she will be marked absent for the morning. Parents will be contacted, as required by the Ohio Conference of SDA.

- Students arriving late at school because of a Doctor/Dentist appointment will need a note from the Doctor/Dentist to have their tardy or absence excused.
- FIVE TARDIES = One unexcused absence

Excused Absences

Acceptable Reasons for Absence (as outlined by the Ohio Department of Education):

1. Illness or injury of student
2. Death of a relative
3. Illness in the family necessitating the presence of the child
4. Medical or dental appointment (doctor's note required)
5. Unforeseen emergency or circumstance that is deemed good and sufficient by the administration

For an absence to be excused, the following requirements must be met:

- The parent or guardian must notify the school on the day of the student's absence and send a note the day of return.
- The parent or guardian must send a doctor's excuse to the school after 3 consecutive days of absence.
- Students arriving late at school or leaving school for a Doctor/Dentist appointment will need a note from the Doctor/Dentist to have their tardy or absence excused.

Note: Phone calls notifying of absences are a safety precaution for the child. In addition, parent notes explaining an absence and/or tardy are expected upon the student's return to school, as the County Health Department requires that these notes be kept on file in the school.

Consequences

Students who reach the following absences can expect the following consequences:

THREE DAYS UNEXCUSED: Warning letter and/or phone call.

FIVE DAYS EXCUSED and/or UNEXCUSED: Attendance policy reminder (2nd warning letter)

FIVE DAYS UNEXCUSED in a QUARTER: Parents (and possibly students) will be required to meet with the school's Truancy Prevention Team to outline a plan to improve attendance.

EIGHT DAYS UNEXCUSED (in a year): Meeting with the school's Truancy Prevention Team.

TEN DAYS EXCUSED and/or UNEXCUSED: If your student has been absent for ten excused and/or unexcused days during the school year they will be deemed to have excessive absences. Parents will be required to attend a meeting with the school board to outline the student's truancy plan, which may include actions such as the following:

- Additional requirements before student can pass grade level, such as tutoring at parent's expense
- Student and parent attendance at Truancy Intervention Program sponsored by Richland County Courts
- Requiring medical excuses and/or written documentation from a medical professional of the child's medical condition
- The possibility of expulsion or retention if attendance does not improve

It is our goal that by working together we can eliminate excessive absence and provide a quality education for your student.

Other Attendance Information

- Make-up work for any absence must be arranged with the teacher in advance or on the day of return to classes. Students are expected to make up missed work in a timely manner as outlined by the teacher (generally within two days of absence). Because of the nature of some assignments and class involvement, some work may not be able to be made up and thus may result in a lower grade or in replacement work being assigned.
- School events on days other than regular school days may be scheduled. Those events requiring mandatory attendance will be announced in advance.
- Bus drivers (or bus garage) must be notified by parent/guardian if a student will not be riding the morning or afternoon route. Bus service can be denied to families who fail to notify the bus garage of changes.
- Early Release: In order for students to be released from school at times other than the regular dismissal hours, a notification in advance is necessary. *Parents must come into the school to pick up their student.* Early releases will only be excused for reasons outlined under "excused absences." Others will be recorded as a ½ day absence.

Approved Transportation

For safety reasons, teachers must have a note signed by parents any time a student is being picked up by someone other than a parent. An "Approved Transportation List" is to be completed by each parent

as part of the registration process. The teachers will release a student only to a person listed on the “Approved Transportation List.” If someone other than listed is to pick up a student, there must be a written note from the parent. The name of the driver and relationship to the student needs to be on the note. MSDA teachers will ask for picture I.D. for verification, if necessary. The school cannot accept phone calls to dismiss students.

Snow Days

Mansfield SDA School establishes its own school closing/delay start time. Please listen to the radio, watch the local news channel, or log on to www.wmfd.com for possible closing or schedule changes.

Should the school exceed the “calamity hours” allotted by the state of Ohio, at the School Board’s discretion we may use holidays and Sundays to make up school days. The school may also extend the school year if needed.

Fire/Tornado Drills

Fire drills, according to Ohio law, are held at least once a month. The evacuation procedures are discussed and practiced with the students.

Tornado drills are conducted at least twice each year.

Storm Emergencies

If in danger of a tornado during school hours, students will remain in the strongest room of the building (restrooms) until the danger is over. Parents may pick up their child from school when they feel uncomfortable about the weather conditions.

Dress Code

As in all areas, it is our privilege to honor our Creator, especially in our dress. While we are concerned with the development of beautiful characters, we also desire neat and healthful external appearance and clothing that is appropriate and modest.

Pupils are expected to wear neat, clean, properly-fitting, and modest apparel. The following requirements serve as examples to help choose appropriate clothing:

- Clothing should not display slogans, characters, celebrities, advertisements, or other pictures. MSDA School logos are an exception.
- The length of shorts must be mid-thigh or longer (must reach past fingertips).
- All dresses and skirts must come to the knee.
- No sleeveless blouses or shirts are to be worn.
- No shirts or blouses are to be worn that show the midriff when the arms are raised.
- No pants, slack or shorts are to be worn that hang below the hips.
- Sweat pants or clothing considered “athletic apparel” are not acceptable school attire.
- Shoes are to be worn at all times.
- Any type of open-toed, loose or floppy shoes/sandals are not acceptable.
- No jewelry is permitted.
- All finger and toenails must be clean and color free. No false finger or toenails are to be worn.
- No tattoos of any type are permitted.

Violations of this dress code will be addressed by the faculty/staff:

Clothing violation: Parents will receive notification (generally in note form) for first offense. If needed, parents may be asked to bring proper attire for student to change into or student may be sent home.

Jewelry violation: First offense: Student will be told to remove the jewelry and relinquish to a faculty member. Jewelry will be returned to student at the end of the school day to be taken home. Subsequent offense(s): Jewelry will be kept by faculty until parent picks up.

Keep in mind that time spent dealing with clothing issues at school is time taken away from learning. We ask that parents please help their children make appropriate clothing choices at home so that school time can be spend on education.

Recesses and P.E.

Recesses and P.E. are integral parts of the school program. All students are expected to be regular, active participants. When, because of health reasons, it is necessary for a student to miss recess or P.E., parents should send a note indicating the dates and reasons for this exception. Each student is required to wear or have a pair of athletic shoes at the school to participate daily in P.E. and recess.

Lunches

Students need to bring lunches ready to eat or ready to heat in microwaveable containers. Students must bring their own cooking and eating utensils.

While a microwave is available to heat food items, because of time constraints, *it is advisable to send ready-to-eat lunches.*

Students in grades 4-8 may be permitted to use a school or church microwave. If a parent does not wish their child to use a microwave, they should inform the school.

In keeping with our Biblical nutritional beliefs, the following items should not be brought in school lunches: ham/pork, crustacean seafood, soda pop, or beverages containing caffeine. It is preferable to send packaged or fresh fruit in lieu of refined sugar type desserts.

On occasion, the school provides a hot lunch for a fee. For such days, parents will be notified in advance of the menu and the cost.

Electronic Equipment and Personal Items

Students may **not** bring the following items/contraband to school or on school trips: radios, tape players, MP3 players, iPods (of any type), electronic games, disc players, CD's, fireworks, roller skates, "heelies", in-line skates, skateboards, cigarette lighters, matches, knives, guns, drugs, tobacco, or alcohol. If such items, or any other inappropriate items, are found on the school premises, they will be confiscated and will require a parent's retrieval.

If a teacher deems it necessary, they may grant permission for a student to bring certain electronic items to school.

With parent's signed permission, students are permitted to bring cell phones to school. Cell phones will be given to the classroom teacher at the beginning of the day. Students are responsible for turning cell phones in each morning and picking them up at the end of each day. Failure to follow these rules (including failure to turn in cell phones daily) may result in a loss of cell phone privileges.

Money should be brought to school only if it is needed for school purposes. In that case, it should be placed in an envelope with the student's name and the purpose of the money clearly designated and given to a teacher.

Field Trips

All students enrolled are expected to participate in the activities and/or field trips of the school. All trips require parental consent. Should a fee be required, funds must be submitted prior to participating.

Phone Use

Please limit your calls to the school to real needs. Since we have no secretary, every call means an interruption in the classroom. Students must have permission to use the telephone or personal cell phone.

Parents/Volunteers/Visitors

Parents are always welcome to visit at MSDA School. If other adults wish to visit, arrangements should be made ahead of time. Please do not request that our students be allowed to bring other children to visit during school hours.

We are always open to school volunteers. A parent/guardian is requested to devote at least three (3) hours per family per month on behalf of the school. Voluntary parental involvement in the student's school has been proven to improve student attitude, grades and willingness to learn. Please call the school and ask how you can be of assistance. According to State and Federal requirements, every volunteer and/or volunteer driver must complete an application provided by the school.

Harassment

It is the policy of MSDA School to provide a learning environment free from discriminatory insult, intimidation and other forms of harassment. Harassment may be overt or subtle, but whatever form it takes, verbal, nonverbal or physical, harassment is insulting and demeaning to the recipient and cannot be tolerated in the school environment. Students who feel their right to a learning environment has been jeopardized, should report such incidents to the teachers. This includes slandering or libeling the ethnic background, sex, race, religious preference, or physical appearance of any student or teacher. The teachers will contact the parents on the first offense.

Health

Health is a valuable asset and should be guarded carefully. A student who has any questions on a health problem should be examined by a physician. If a student becomes ill at school, the parents may be advised to take the student home until the illness clears.

Children who are not well enough to participate in normal school activities should be kept home. A child with a serious communicable disease or fever must be kept at home. Students may return to school when they have been fever free (without medication) for 24 hours.

Student Medications

State regulations require that any medicine left with a teacher or administered by a teacher must be given to the teacher in the original prescription bottle, and must be accompanied by a note from the doctor which tells what the prescription is for.

The school does not stock over-the-counter medication (aspirin, cold tablets, cough drops, throat lozenges, etc.). A student may bring these items if the student provides their own accompanied by an order and instructions from a physician, parent, or guardian. Students are not allowed to keep these medications. They will be given to the teacher. ***Under no circumstances are students permitted to share medication with another student.*** These policies and procedures are established by the Ohio State Department of Education and State Health Department.

Student Immunization Record

An immunization record must be kept on file for all students. At a student's initial entry to the school, the parent must present written evidence that the student is in compliance with the State School Immunization Law. If the parent has not submitted written evidence of compliance, the student shall not be entered into school until evidence is submitted. A student is in compliance if the student meets one of the following four criteria:

- 1) The student submits written evidence that the student meets or exceeds the minimum immunization requirements.
- 2) The student submits a statement, signed by the student's physician, that immunization may be detrimental to the student's health.
- 3) The student submits a statement, signed by the parent or guardian, that the parent or guardian objects to immunizations for good cause, including religious convictions.
- 4) The student submits written evidence that the student is "in the process" of completing the required immunizations.

Discipline

An essential element to a successful school is having a safe, pleasing environment in which to work.

Everyone benefits from positive discipline in the school. Students learn better and develop a feeling of pride because they are part of a productive, orderly environment. Instruction is more effective because more time is spent helping students instead of dealing with behavior problems. School activities are more fun and rewarding because they are not disrupted by inappropriate behavior. The responsibility for discipline and for creating this type of environment rests with students, teachers, and parents. All students enrolled as MSDA School will be made aware of appropriate behavior and will be held accountable for their actions.

Teachers will strive to solve their own classroom discipline problems in their own manner, using their own methods, which may include time-outs, behavior contracts, keeping students for their own after-school detention, parental phone calls and conferences, writing of papers, etc.

School Rules

The following behaviors will not be permitted:

Tussling – hitting, shoving, pushing, punching, kicking, slapping and/or grabbing.

Littering – the intentional dropping or throwing of items, or unintentional dropping or throwing of items which the student fails to clean up. This includes leaving personal belongings in the hall, gym, or classroom.

Loitering – being in an area without permission, e.g., roving any of the school/church campus areas not being supervised by a parent or teacher.

Boisterous Behavior – overly loud or obnoxious acts or sounds, e.g., yelling.

Running – anything other than usual walking in the building(s)

Non-Compliance with a disciplinary assignment – failure to complete, as instructed, any assignment resulting from a disciplinary incident.

Eating between meals/gum chewing

Excessive Talking

Coming to class without necessary materials

Spitting

Unauthorized telephone/cell phone use

Misuse of school property

Disrespect – socially unacceptable words or actions directed toward students or staff. This includes mumbling remarks under the student's breath, inappropriate gestures, and/or ignoring directions.

Disrupting class – words, actions and/or non-compliance with directions which cause interference with the normal classroom routine.

Cheating – use of or providing unauthorized information which may include talking during tests or copying other's answers.

Skipping Class – intentional non-attendance at an assigned appointment without teacher permission.

Harassment of other students – a violation of another student’s rights by mishandling another’s property, physical or verbal harassment, threats or intimidation.

Aiding or Abetting—encouraging, assisting, or covering up another student’s inappropriate behavior.

Detention skipping – an unexcused absence from an assigned after-school detention.

Lying – not telling the truth with the intention to deceive.

Refusal to follow through with a request made by a staff member – failure to do what a staff member requests at the time it is requested.

Sexual harassment – making threats, touching, grabbing, displaying sexual pictures or making improper sexual remarks or innuendos.

Selling or solicitation – unauthorized selling or solicitation of anything, i.e., candy, gum, food, or money.

Forging signatures – forging or causing another to forge a signature.

Improper display of affection

Stealing – unauthorized borrowing, taking of smaller items such as pens, lunches, etc., that do not belong to you.

Theft – unauthorized removal, concealment, possession, or use of school property or the property of another person.

Controlled Substances – possession, use, transfer, or sale of illegal drugs, alcoholic beverages, tobacco products, or drug related materials.

Continued belligerent refusal to follow through with a request made by a staff member

Improper language – obscene, suggestive, profane, derogatory, belittling, or cutting remarks.

Abusive language – aggressive, insulting, profane, or disruptive verbal abuse.

Vandalism – vandalism which has a permanently damaging effect, creates an excessive mess, is of a socially unacceptable nature, or the destruction of property which results from some other act of misbehavior. The student will be expected to pay for the cost of repair or replacement of damaged items.

Fighting or assault – violent bodily contact which does or has the potential to cause bodily injury.

Safety or weapons – actions which endanger the health, safety, and/or welfare of the individual student or others; failure to comply with established safety procedures and regulations; the use of matches or other fire-producing materials without the supervision of a teacher; the use or possession of fireworks, firearms, or any instrument used in a threatening way that could inflict bodily damage, injury or death.

Leaving the school during the school day without permission from the school’s administration.

This list of behaviors and actions are minimum guidelines for a smoothly operating school. The list is not all inclusive and other behaviors will be handled as they occur. Methods of handling unacceptable behaviors in addition to the disciplinary code will be utilized as needed.

Grievance Procedure

It is the goal of MSDA School to promote unity and harmony while reconciling differences that may arise. On occasion, problems can arise between people. The reconciliation procedures based on Matthew 18 and 1 Corinthians 6 is suggested for resolving these problems.

Christian standards demand that private matters not be discussed with uninvolved persons (including via the internet, such as through social media). It is understood that all persons involved in a grievance will handle the issue in a kind, professional manner.

Documentation of each step will be maintained by all parties involved:

Step One:

The persons involved should talk with each other one-on-one and attempt to resolve the problem on an informal basis.

Step Two:

If the problem is not resolved, the school principal is asked to help resolve the problem on an informal basis (this step would be skipped if one of the persons in step one is the principal).

Step Three:

If the problem is still not resolved, the school board chairperson is contacted, and will attempt to resolve the problem on an informal basis.

Step Four:

If the problem is still not resolved, the school board chairperson will convene a formal meeting with either the school's Executive Committee or the full board. When such a meeting takes place, the conference superintendent of education must be informed of a potential problem.

Step Five:

If the problem is not resolved by the school board or Executive Committee, then contact is made with the conference superintendent of schools with the problem explained in writing. The superintendent of schools attempts to resolve the problem by meeting with the persons involved.

Step Six:

If there is not satisfaction with the results of the preceding step, the matter shall be referred to the conference K-12 administrative body or its duly appointed committee which deals with such matters. Their decision shall be considered to be final.

Sexual Misconduct Policy

Mansfield SDA School does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Mansfield SDA School and the Seventh-day Adventist Church.

New Policies

The Mansfield SDA School Board reserves the right to make policy additions, deletions, and/or modifications during the school term that are deemed appropriate for a more effective school program and learning environment.

Any additional policies voted by the faculty or School Board will have the same force as those appearing in this handbook. Parents and students will be notified in writing and should attach such to their handbook.

Asbestos

No ACBM (asbestos-containing building materials) was used in the original construction of the school building. No modifications have been made since the original construction that used ACBM.

Parents, teachers, and other building occupants are hereby notified that the accredited inspector's statement of no ACBM is on file in the school office. This statement is available for inspection as required per Sections 763.84(c) and 763(g)(4) of the AHERA regulations.