

## Mansfield Evening High School Regulations

### Attendance

Mansfield Evening High School will provide you an opportunity to:

- graduate on time in the day, or
- earn your diploma at night

As such, being here and doing your work is imperative. If you are going to be absent, please call and leave a message at 508-261-7540, ext 33110 by 5:45 pm the day of your class.

If you are absent from class you are responsible for the work you missed. Your instructor will let you know what you missed but they do not have to spend additional time instructing you. Your grade will be affected by your work completed as well as your presence in class.

Time in learning is a State requirement. If you can not make that commitment, then rethink your decision to attend the evening program.

Attendance regulations are as follows: 1st & 2nd absent is excused with legitimate reason submitted.

If you are absent a 3rd time, you are subject to withdraw with no refund.

Being on time is expected. If you are greater than 5 minutes late it is noted. Three (3) late times is considered an absence.

Your instructors will set the expectations for their class. They will determine the grading system. They will advise me of your attendance.

### Building Use

We are guest in this building in the evening time. The custodians are responsibility for the security of this building, thus whatever they say is what will happen. You are not to engage in debate with them.

Enter and exit using **door 25** in the front of the building.

We will be using classrooms assigned to subject disciplines.

The handicap bathrooms in the back corridor will be open and used in the evening.

Leave the building and grounds immediately after your last class has been dismissed. You are not to be in any other area of the building.

## **Policies**

All rules and regulations outlined in the Mansfield High Students Handbook for the school year 2019-20 apply to the students enrolled in the evening division. That handbook can be accessed on-line at the Mansfield Public School web-site.

If you smoke, do not do so in the building or on school grounds

**Food:** While we understand classes meet in the evening you need to make arrangements to eat either before or after class. Food is not allowed. Your instructor will address their expectation regarding water.

Please accept the privilege of being here and do not abuse it. Remember I will not hesitate to withdraw you if you do.

## **Payment:**

**You are expected to make a payment at registration and full payment is expected by the first week in May. If you fail to meet this deadline without prior discussion with the director, you will be withdrawn from class.**

Mr. Farinella  
Evening School Director