

2017-18 Mason Middle School Student/Parent Handbook

School Day Time Schedule

6th Grade

<u>1st hour</u>	<u>7:40-8:40</u>
<u>2nd hour</u>	<u>8:44-9:44</u>
<u>3rd hour</u>	<u>9:48-10:48</u>
<u>LUNCH</u>	<u>10:48-11:18</u>
<u>4th hour</u>	<u>11:22-11:48</u>

7th and 8th Grade

<u>1st hour</u>	<u>7:40 – 8:30</u>
<u>2nd hour</u>	<u>8:34 – 9:26</u>
<u>3rd hour</u>	<u>9:30 – 10:22</u>

7th Grade

<u>4th hour</u>	<u>10:26 – 11:18</u>
<u>LUNCH</u>	<u>11:18 – 11:48</u>
<u>5th hour</u>	<u>11:52 – 12:42</u>

8th Grade

<u>4th hour</u>	<u>10:26 – 11:18</u>
<u>5th hour</u>	<u>11:22 – 12:12</u>
<u>LUNCH</u>	<u>12:12 – 12:42</u>

<u>6th hour</u>	<u>12:46 – 1:36</u>
<u>7th hour</u>	<u>1:40 – 2:32</u>



Student Name _____

Home Room _____

Mason Public Schools VISION STATEMENT

Mason Public Schools will be an exemplary learning community that enables each student to flourish as a responsible citizen in a complex, changing world.

Mason Public Schools MISSION STATEMENT

Mason Public Schools is committed to academic excellence in a safe environment where students develop critical thinking skills, are empowered to succeed, and are encouraged to serve their community.

ADMINISTRATIVE RIGHT TO IMPLEMENT NEW RULES AND REGULATIONS

The administration of Mason Middle School reserves the right to establish or modify rules and regulations that are not stated in this handbook but which are necessary and proper for carrying out the educational programs and safety of the school at any time. When, in the judgment of the administration, a student's behavior adversely influences others or interferes with the educational process, the student will be subject to disciplinary action.

**MASON MIDDLE SCHOOL
235 Temple Street
Mason, MI 48854
Telephone: (517) 676-6514
FAX: (517) 676-0287**

<http://www.masonk12.net>

**Mr. Ted Berryhill, Principal
(517) 676-6514 – berryhillt@masonk12.net**

**Mr. Craig Kueffner, Assistant Principal/Athletic Director
(517) 676-6514 – kueffnerc@masonk12.net**

Parents, to set up your login and password to access your student's grades, attendance, schedule, etc., call the Information and Technology Services office, (517) 676-6516. Visit <http://www.masonk12.net/middle-school> and click on "Parent and Student Access".

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1. CONTACT INFORMATION

DISTRICT ADMINISTRATION INFORMATION

Central Office Administration:

Superintendent	Ronald Drzewicki	676-6489
Chief Financial Officer	Cheryl Wald	676-6493
Executive Director of Curriculum	Matt Stuard	676-6490
Director of Human Resources	Rick Brooks	676-6533
Director of Operations	Kevin Doty	676-6496
Supervisor of Food Services	Chris Salmon	676-6528
Director of Special Education	Deborah Disbro	676-6532
Director of Information Technology	Jerome Brzezinski	676-6517
Coordinator of Community Education	Mary Kay Gavitt	676-6528

Board of Education:

Kurt Creamer, President
E-Mail: kurt@ofsadvisors.com

Tom Curtis, Vice President
E-Mail: tomcurtis4@gmail.com

Laura Cheney, Secretary
E-Mail: cheneyl@msu.edu

Ralph Beebe, Treasurer
E-Mail: ralph@high-eng.com

Tim Ayres, Trustee
E-Mail: tim@fluidchillers.com

Liz Evans, Trustee
E-Mail: lizevans66@gmail.com

Christopher Mumby, Trustee
E-Mail: mumbysu@gmail.com

School Board Meetings:

2nd Monday of every month at 7:00 p.m.
(Except April & July)

Please contact (517) 676-2484 for meeting locations.

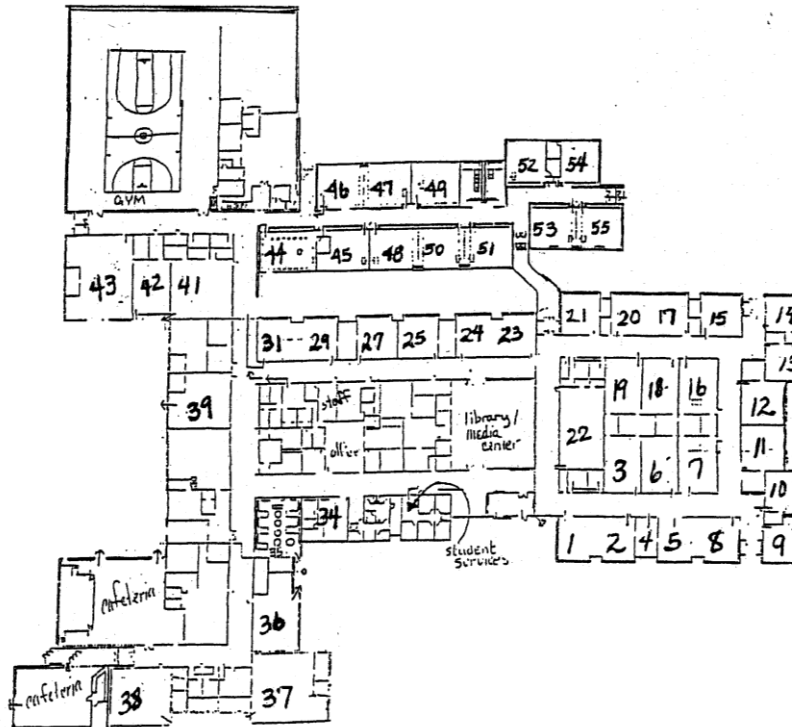
MASON MIDDLE SCHOOL PHONE EXTENSIONS & E-MAILS

TEACHER NAME	EXT	EMAIL ADDRESS
BAILEY, ELIZABETH	2474	baileye@masonk12.net
BEAUNE, BETTY	2456	beaunee@msonk12.net
BERRYHILL, TED	2463	berryhillt@masonk12.net
BOUSFIELD, BETH	2143	bousfielde@masonk12.net
BRICKEY, KRISTINE	2415	brickeyk@masonk12.net
BULLOCK, TOM	2441	bullockt@masonk12.net
BUSKIRK, JENNIFER	2453	buskirkj@masonk12.net
COTTRILL, MARGARET	2459	cottrilm@masonk12.net
DERRIG, SANDY	2408	derrigs@masonk12.net
DODENDORF, DAVID	2416	dodendorfd@masonk12.net
DODENDORF, SHERRY	2447	dodendorfs@masonk12.net
EMENS, STELLA	2460	emenss@masonk12.net
FRANCIS, ERICA	2429	francise@masonk12.net
GARNER, SHARON	2438	garners@masonk12.net
HAGER, AUDREY	2403	hagera@masonk12.net
HAMILTON, ADRIANE	2439	hamiltona@masonk12.net
HAMMOND, INGER	2450	hammondi@masonk12.net
HANEY, TROY	2406	haneyt@masonk12.net
HENFLING, TIFFANY	2419	henflingt@masonk12.net
HENLEY, KATIE	2435	henleyk@masonk12.net
HICKS, KATHY	2402	hicksk@masonk12.net
HILL, MARI	2420	hillm@masonk12.net
HUDGINS, ANNE	2480	hudginsa@masonk12.net
HYADUCK, CYNTHIA	2428	hyaduckc@masonk12.net
JOINS, MARY	2411	joinsm@masonk12.net
KOOT, DANA	2471	kootd@masonk12.net
KUEFFNER, CRAIG	2463	kueffnerc@masonk12.net
LATOR, JAKE	2414	latorj@masonk12.net
LENNEMAN, NICHOLE	2476	lennemann@masonk12.net
LEWIS, LAURA	2413	lewisl@masonk12.net
MABIS, MICHELLE	2410	mabism@masonk12.net
MALONE, BETHANY	2427	maloneb@masonk12.net
MARLAN, CASEI	2449	marlanc@masonk12.net
MATTHEWS, DAWN	2454	matthewsd@masonk12.net
MCCOY, LYNN	2446	mccoyl@masonk12.net
MCRAY, AMBER	2437	mcraya@masonk12.net
MOORE, SYDNEY	2456	moores@masonk12.net
MULANIX, CARRIE	2401	mulanixc@masonk12.net
NORTON, MONICA	2431	norton@masonk12.net
PAGE, MARK	2457	pagem@masonk12.net
RITTER, LAUREL	2461	ritterl@masonk12.net
SAUSER, JENNIFER	2409	sauserj@masonk12.net

SHATTUCK, SCOTT	2417	shattucks@masonk12.net
UTHOFF, DELENA	2475	allegoetd@masonk12.net
VANHAVEL, JERRY	2458	vanhavelj@masonk12.net
VONDRA, ANDY	2452	vondraa@masonk12.net
WEINBERG, KENDRA	2434	weinbergk@masonk12.net
WELLS, MARILEE	2455	wellsm@masonk12.net
ZWICK, ELISA	2421	zwicke@masonk12.net

2. GENERAL INFORMATION

MASON MIDDLE SCHOOL FLOOR PLAN



SCHOOL HOURS

Classes begin at 7:40 A.M.
 Classes end at 2:32 P.M.
 Half Day Schedule: 7:40 A.M. – 11:00 A.M.
 Regular School Office Hours: 7:00 A.M. – 3:45 P.M.

STUDENT DROP-OFF AREAS

Students should not arrive at school before 7:25 a.m. and may not enter the building until that time. Students are to be dropped off at the front entrances or the north gym entrance (6th graders) and wait in the vestibule areas until the 7:25 a.m. bell. Bus students will arrive in the south parking lot area. **PLEASE DO NOT DROP STUDENTS OFF AT THE CAFETERIA ENTRANCE, UNLESS THEY REQUIRE THE HANDICAP ENTRANCE DOORS.**

VISITORS

Parents are encouraged to visit the middle school to see it in operation and to sit in on classes if they desire. All visitors are requested to obtain a visitor's pass from the main office. Students are not permitted to bring visitors to school. Students from neighboring school districts, not in session, will not be admitted as visitors.

3. ATTENDANCE

ATTENDANCE OVERVIEW

School attendance is the responsibility of students and their parents. Punctual and regular attendance is important for being successful in school and in the world of work.

If an absence is necessary, parents/guardians should call the school office (676-6514) the morning the student is absent, giving the student's name, grade and reason for absence. When possible, parents who work should call between 7:30 – 7:55 a.m. A parent who will be home during the day should call between 7:55 – 8:25 a.m. Parents who do not have a telephone or cannot call should write a note giving the necessary information. There is a voice mail option available after 4:00 p.m. daily to leave a message for the attendance secretary regarding an absence or attendance question.

Absences will be considered unexcused if we have not received a note or telephone call by 3:30 p.m. the day following the absence. If a parent/guardian calls or writes to request an unexcused absence to be waived, one **unexcused** absence will be changed to a waived **excused** absence. This opportunity will only be permitted **once** during a marking period.

Students with excused absences must make up work missed in the specified time set by the teacher. In general, one day is permitted for each day missed. A student is considered unexcused when the absence is deemed unnecessary or truancy. Students receiving unexcused absences will receive a zero for the work missed, but may be requested to make up the work at the discretion of the teacher. **Students will be considered absent if they miss more than 10 consecutive minutes of a class period.**

ATTENDANCE LETTERS

The middle school wishes to make parents/guardians aware of excessive absences. Therefore, letters will be sent home periodically when attendance becomes a concern. Parents/guardians receive letters whether absences are excused or unexcused. Letters are usually sent at the ten, fifteen, and twenty days of absences. Please be aware that a referral will be made to the Ingham Intermediate School District Attendance Officer for cases of excessive absenteeism and may result in legal consequences for the parent/guardian.

If attendance is impacted by a major illness or medical condition, a statement from a physician will be required detailing the nature of the illness, treatment and return date to school.

Attendance Notification	Cumulative Attendance
<i>Written Notification</i>	10 absences
<i>2nd Written Notification</i>	15 absences
<i>Truancy Referral</i>	20 absences

In cases where absences are due to extended illness, modifications may be made to the notification schedule. Each case will be judged individually before a letter of concern is sent.

Students who have met the following non-attendance situations, may be dropped from enrollment at Mason Middle School:

- 10 consecutive absences without medical documentation
- 20 absences without medical documentation
- Not passing classes due to absences

COMPULSORY SCHOOL ATTENDANCE

The Michigan General School Law states: (Section 380.1561, MSA 15.41561)

Every parent, guardian or person in this state, having control and charge of any child between the ages of 6 and 18 years, shall send such child, equipped with the proper textbooks necessary to pursue his school work, to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled.

Violation of Act by parents, penalty: (Section 380.1599, MSA 15.41599)

In case any person, parent or other person in parental relation shall fail to comply with the provisions of this act, he shall be deemed guilty of a misdemeanor, and shall on conviction thereof be punished by a fine of not less than \$5.00 nor more than \$50.00 or imprisonment in the county jail for not less than 2 nor more than 90 days or both.

ENTERING OR LEAVING SCHOOL

Students entering or leaving school during the school day must check in or out through the office.

Permission to leave will be granted providing a parent has requested the student be permitted to leave. The school will make every effort to notify parents if a student leaves the school without permission. Where possible, dental and doctor appointments should be scheduled outside of school hours.

PERSONAL TRIP ABSENCES

Parents are reminded that extensive absences of any kind can be detrimental to a student's learning process. We encourage parents to plan personal trips within the various vacation times provided in the school calendar. Education is more than doing assignments. The interaction, both academically and socially, in the classroom is a vital part of learning. If parents choose to schedule a personal trip during school hours, the following conditions will apply:

No advanced work will be given other than general information such as chapters covered and broad assignments.

Some assignments can be made up after the student returns to school. The student will have one day for each day missed to turn in make-up assignments.

Other class work or activities (such as labs, presentations, lectures, discussions, films, and oral quizzes) are impossible to make up. Grades may suffer as a result of missing this type of classroom experience. Any classroom preparation for tests and quizzes cannot be made up.

Students are responsible for the concepts and material missed. The material covered during an absence will be included in tests and examinations.

REQUESTING MAKE-UP WORK

Parents are asked to wait until their child is absent three days before requesting homework. If after two days it is evident that the illness will continue, parents should contact the school office personnel and ask for assignments to be collected. The homework materials will be collected by the office staff and need to be promptly picked up. Students will be given one day for each day of absence to make up work due to illness.

This "three-day absence" policy is needed due to the high number of students attending Mason Middle School. When a request for make-up homework comes to the office, we must contact multiple teachers for the work. During the months when illness is more prevalent at the school, this could result in hundreds of requests that we would have to fulfill.

TARDINESS

Promptness is part of overall citizenship and is essential for sustaining a good learning environment. Tardies to classes will be recorded by teachers. ***A student will be considered tardy if he/she arrives to class/school less than 10 minutes late. If he/she is more than 10 minutes late, it will be considered an absence.***

Students who are chronically tardy will be referred to the office. (*See the Discipline Section of this handbook for consequences for tardies to school.*)

Excessive tardiness as determined by the teacher will result in an office referral; a parent conference will be scheduled to resolve the difficulties related to the student's tardiness. Students with excessive tardiness may also be referred to Ingham County Truancy Court.

TRUANCY

A student who is absent without permission during any part of the day is regarded as truant. Compulsory attendance laws require a student to be in school regularly. Parents/guardians expect students who leave for school to arrive and stay there. Truancy causes both school and home disruptions and affects learning. If a student's attendance becomes a concern, the student's attendance will be reported to the Ingham Intermediate School District Attendance Officer for further action.

Students with continued excessive absences will also be referred to the Ingham Intermediate School District Attendance Officer for further action.

4. EMERGENCY PROCEDURES

FIRE DRILLS

A fire alarm buzzer will sound (*Intermittent Alarm*) with flashing lights signaling all persons to evacuate the building. Students will follow the directions of the teachers as everyone leaves via the correct exit.

TORNADO DRILLS

If a tornado warning is given, (*Intermittent Bell*) all persons will be instructed to move to designated areas of the building until an all-clear is given. Please note that when a tornado warning is in effect, students will not be dismissed from school. Dismissal times will be delayed, as will bus departures. Parents should not come to the school to pick up their child. Students will not be released until the warning has been lifted.

LOCK DOWN

Should there be a situation, such as a medical or safety situation inside or outside the building that may pose a health or safety concern to students and staff, a **LOCK DOWN** procedure for all staff and students will be initiated. The approved verbal signal will be given and staff will guide students to safe areas until the **ALL CLEAR** signal is given. This procedure will be practiced without using the approved verbal signal to familiarize students and staff with the **LOCK DOWN** process.

5. PARENTAL INFORMATION

ACADEMIC REFERRAL PROCEDURE

In an effort to help students who are failing to attain academic success in the classroom, the following procedure has been developed:

Step 1: The teacher clarifies specifically his/her expectations for the student in a private conference with the student.

Step 2: The teacher should contact the parents and clarify the expectations for the student and identify areas where expectations are not being attained.

Step 3: The teacher should complete a student services referral form and give it to the appropriate staff member so he/she can assist the teacher and the student. A meeting with the teacher and the student should be arranged by the student services office.

Step 4: A staffing should be arranged by the student services office. Those in attendance may be: the student, parents, teachers, staff members, assistant principal and other professionals deemed necessary. In the staffing there should be developed a plan of action. A summary of the action plan should be distributed to professional staff and a copy placed in the CA-60. (The CA-60 is the student's K-12 school record kept in the office).

Step 5: The student's progress should be closely monitored by the student services office, teacher and parents.

Step 6: If appropriate progress is not achieved, a referral should be made by the student services office to an evaluation review team.

Step 7: Consideration should be given to retention or more appropriate placement.

CURRICULUM

The middle school curriculum is designed to provide meaningful instruction based on the child's physical, academic, social and emotional development. The transition from an elementary to a high school curriculum takes place gradually with an increasing amount of responsibility given to the student. Sixth grade students are placed in a multi-person team classroom or self-contained classroom, and seventh and eighth grade classes are both departmentalized.

GRADE REPORTING

Students will receive report cards four times during the school year. Each marking period consists of approximately nine weeks. The report cards will be distributed at parent-teacher conferences in the fall. The report cards in January, March, and June will be mailed home. Parents are urged to review and discuss the report cards with their children.

IMMUNIZATION REQUIREMENTS

Students in the middle school are required by the State of Michigan to have the following **new immunizations provided in writing from the doctor to our Student Services office by September 30**, so we can provide them on time to the Michigan Department of Community Health: **Required for all 6th graders and all student's changing school districts: two (2) doses of varicella (Var) vaccine or proof of history of chickenpox disease in writing from parent or on immunization card. Required for all students' 11-18 years of age who are enrolled in 6th grade or changing school districts: One (1) dose of meningococcal (MCV4 or MPSV4) vaccine. One (1) dose of tetanus/diphtheria/acellular pertussis (Tdap) vaccine (if 5 years have passed since last dose of tetanus/diphtheria vaccine – DtaP, Td or DT).**

INVOLVEMENT

Parents are always welcome at Mason Middle School. The active involvement, cooperation and assistance from parents are essential to effectively educate children. Some different ways parents can become involved in our school are listed below. Please contact our office if you are interested in donating your time and service to Mason Middle School.

Parent Advisory Council - The Parent Advisory Council is a group of parents that meets monthly with the middle school administration and a teacher representative. This group serves two main functions. It reviews school programs and makes recommendations to the school improvement team for possible changes. Additionally, the Parent Advisory Council organizes activities for our students' enjoyment. New members for the Parent Advisory Council are always needed. If you wish to become actively involved on this worthwhile council, please contact the school office.

Parent/Teacher Conferences - Official times for parents and teachers to discuss children's progress are set aside during November and March. Sixth grade teachers schedule individual conferences with parents, while seventh and eighth grade instructors are available to meet with parents in the gymnasium. Additionally, each teacher at Mason Middle School has a daily conference period when he/she can be contacted by parents. A schedule of each teacher's specific conference period will be published in an early edition of the newsletter.

Parent Volunteer List - Each year, the Parent Advisory Council will compile a list of parent volunteers for the school. Each parent will receive a list of possible volunteering activities. In order to place your name on our volunteer list, you need to check the categories of interest to you and return the form to the office. Some possible areas for volunteering are listed below:

classroom presenter, chaperone (field trip, activity time, dance), intramural coach, intramural helper, after school activity volunteer, concession worker, tutoring, club sponsor, etc.

Spectator/Participant - Parents have several opportunities to view their children in co-curricular and extracurricular activities. Classroom plays, drama plays, athletic contests, band concerts, and choral presentations are just a few examples of activities parents can attend at Mason Middle School. Sixth grade classrooms also will sponsor evening events including a teacher open house.

LATE BUS

For the convenience of parents and students, there is a Late Bus offered to transport students staying after school for additional help on Monday, Tuesday, Thursday, and Friday afternoons. Students may sign up for the Late Bus with their teacher by noon each day the bus is offered. **The Late Bus leaves the middle school at 3:15 P.M. Students need to be prompt.**

LEGAL CUSTODY

In some cases legal guardianship of a child changes during the school year. When this occurs it is important that the school receive legal documentation. In cases where there is a question of guardianship, appropriate legal documentation must be provided.

LIBRARY MEDIA CENTER

A Library Media Center is centrally located in the building and is open before, during, and usually after school for available use. There are a variety of books, magazines, videos, and audio-visual materials. In an effort to maintain an inventory of books and to help students learn responsibility, students that have missing library materials at the end of the year may have their computer privileges revoked until restitution has been made.

MEDICATIONS:

A. Administering Prescription Medication

When it is necessary for medication to be taken at school the following procedures will apply:

1. **Parents/guardians** must provide **written authorization** from them and the student's doctor for any medication to be administered at school. Medication must be in the **original container** with proper directions for administering the medication to the Student Services office. Information regarding adverse reactions is also requested. New written instructions from the doctor and parent must accompany any change in medication or dosage. The school may request additional information about adverse reactions as deemed appropriate.
2. All medications, including refills, must be carried/kept in its original container at all times including when being transported off-site (i.e. field trips).
3. The administration of all authorized medication will be witnessed by an adult in addition to the adult administering the medication, except in the case of emergency. Any errors made in the administering of medication shall be reported to the principal, entered on a written report and parent/guardian will be notified by the principal.
4. Only oral medications, inhalers, ear drops, and eye drops will be administered. The exceptions are in emergency situations and through the special education IEPC process.
5. All medication is to be sent to Student Services and will be maintained in the school setting in a locked location, including medications requiring refrigeration. (Inhalers are exceptions with proper medical notes.)
6. In addition to the above mentioned procedures, students needing medication during a field trip activity must have the medication in an original container, containing the required dosage(s) along with a parent note indicating the time and amount to be administered.
7. Any medication left over at the end of the school year must be picked up by a parent/guardian within one week from the final day of school, or the school will appropriately dispose of the medication and record this disposal on the medication log. Students may only transport empty containers.

B. Administering Non-Prescription Medication

The procedures for the administration of non-prescription medication to students are identical to those for prescription medication, except that **a parent/guardian, rather than a doctor, may provide written instructions and have confirmed the appropriateness of the medication and instructions with a doctor.**

C. Possession and Administration of Medication by Students

A student may possess and administer medication in school under certain circumstances. The parent/guardian, doctor and principal shall determine the competence of the student to possess and administer medication at school.

1. Parent/guardian will provide written authorization that includes the student's name, type of medication, dosage and the frequency of administration.
2. Medication must be in its original labeled container.
3. In the event of misuse by a student, the principal may discontinue a student's right to possess and administer medication. In such cases, parents will be notified and alternative arrangements will be made.
4. Students requiring inhalers or other medical emergency medication (i.e. Epi-pens) will follow the procedures outlined above.

PARKING

Parking space is available for parents and visitors in the front of the middle school, and in the north parking lot. Both lots have handicap spaces for easier accessibility. **The south parking lot is reserved for bus traffic and staff use only.**

PHOTO AND VIDEO APPROVAL

Throughout the school year, students may be photographed or appear in videos related to class activities and other school events. Please be sure to read and fill out the form that will be sent home in September to designate whether or not you allow the Mason Public Schools to responsibly use your child's name and/or picture in district publications, videos and annual yearbooks.

SAFE SCHOOLS

As a school district, Mason has made a commitment to providing a safe learning environment for students and employees.

Violence committed against students or employees by other students, any member of the staff or other person(s) is contrary to maintaining a safe and healthy environment. Procedures have been implemented to address safety concerns. **Access to the building may be limited between 8:00 a.m. and 2:30 p.m. to the front doors and the handicap entrance by the cafeteria.**

Safety concerns will continue to be identified, studied, and implemented as the year progresses. Parents, students, and faculty will be involved in the process and informed of updates or changes in our daily routine as they develop.

SCHOOL CLOSING INFORMATION

The district currently uses the Honeywell Instant Alert System, which will contact family email, and/or primary phones or cell phones depending on the severity of the specific emergency. The Honeywell Instant Alert System is the official district message in case of school closure and/or delay. School closing and delay information can also be accessed at the Mason Public Schools' website, www.masonk12.net and will be announced on the following television/radio stations.

WJIM 97.5 FM and 1240 AM
WKAR 90.5 FM and 870 AM
WVIC 94.1 FM
WUNN 96.7 FM and 1110 AM

WFMK 99.1 FM
WJXQ 106.1 FM
WIBM 970 AM
WITL 100.7 FM

SCHOOL/HOME COMMUNICATIONS

Regular communication between the school and home is necessary and important. Parents having a concern, question or comment, are encouraged to contact the teacher or a building administrator. Misinformation can be very damaging and tends to create negative feelings. A quick call to verify information will normally clarify situations.

As mentioned earlier, parents are invited and encouraged to visit our middle school. We are proud of our school and our accomplishments. Parents are requested to notify office personnel when they are visiting the school. This information is needed to help us maintain a safe and secure environment for your children.

Parents can expect regular communication from Mason Middle School both written and electronic. A monthly newsletter is published and emailed to each student's household. Additionally, periodic notes are sent home with students to explain various occurrences at our school (field trips, speakers, special concerns, holidays, etc.) A calendar link to Google Calendar which highlights school activities is available on the school website at www.masonk12.net. Parents are also encouraged to contact the Information Technology Office at 676-6516 to enroll for Skyward Family Access, which will enable parents to check student attendance, discipline, grades, and communicate with teachers.

USE OF TOBACCO ON SCHOOL PREMISES (Board of Education Policy 7434)

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District.

For purposes of this policy:

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- B. "use of a tobacco product" means any of the following:
 - 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
 - 2. the inhaling or chewing of a tobacco product;
 - 3. the placing of a tobacco product within a person's mouth;
 - 4. the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Tobacco may not be advertised or promoted on school property or at school controlled events.

Tobacco companies/products may not sponsor any school activity or project.

M.C.L. 333.12601 et seq.

M.C.L. 380.1170

M.C.L. 750.473

20 U.S.C. 6081 et seq.

U.S.D.O.E. Memorandum, 1995

MDE Board Policy on 24/7 Tobacco-Free Schools

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6. STUDENT INFORMATION

BUS NOTES

If a student needs to ride a different bus home, or if a student needs to ride home with a student on the bus, parents need to write a letter of permission with the name of the student, the student who rides the bus and the bus number. This letter needs to be brought to the office before school to be signed and recorded. Parents may be called to verify giving permission for their student to ride the bus. Students are not permitted to board the bus until the note is signed and recorded in the office. Notes are not signed outside at the bus zone, and must be brought into the office for signature & recording. Students may miss their bus if they wait until the end of the day to have a note signed. Please encourage students to come to the office before school to get their note signed.

DRIVING

Students should not operate any type of motor vehicle on school property. This applies to all students regardless of age.

ILLNESS

A student who becomes ill during school should go to the student services office. The individual may leave with a parent, or a person designated by the parent. Students need to sign out in the office prior to leaving school.

LUNCH PERIODS

Lunch times for students are:

Sixth Grade	10:48 – 11:18 a.m.
Seventh Grade	11:18 – 11:48 a.m.
Eighth Grade	12:12 – 12:42 p.m.

Parents can join their child for lunch whenever their schedule will allow. Parents are always welcome at the middle school. Please call the office to let us know you are coming and what lunch time you will be visiting.

Students may buy a hot lunch or bring their own lunch. Students may use the debit system to purchase food items. Parents of students using the debit system to purchase food items should make a deposit using eFunds (<http://www.masonk12.net/departments/food-services>) or send a check or money with the student to be deposited in the student's account. Parents may check with Food Services to monitor the account. Students will be issued a PIN number to use each time they want to purchase food items from the hot lunch, salad bar or a la carte lines. In order to avoid denying a student lunch, the food service personnel will allow occasional charging for lunch. Charging will be permitted on a limited basis, and prompt repayment is expected.

Students who live within walking distance of school may go home for lunch after having their parents verify with a note to the school that the son/daughter will be eating at home every day. The regular lunch period is 30 minutes in length. Students who are leaving school for lunch on a daily basis are required to be back in classes without being tardy. (See Student Conduct Section for specific lunch time rules.)

MESSAGES AND TELEPHONE USE

Important messages from parents will be delivered to their child at the end of the class period. Students are reminded to make only important calls to their parents/guardians before or after the school day. Birthdays are a special time for students, but sending balloons, flowers, etc., is discouraged. Students are notified at the end of the day and must pick the items up at that time.

PHYSICAL EDUCATION PARTICIPATION

Participation in physical education is a regular part of the learning experience at Mason Middle School. Every student, unless prohibited by a physician's order and/or medical condition, will be scheduled in physical education/health class. Students are expected to participate and put forth an effort on a daily basis. To be excused from participating in an activity for more than one occasional day, a child must have a medical verification from a doctor.

SCHOOL MATERIALS & PROPERTY

The books, materials, equipment and furniture which students use are the property of the Mason School District. Lost books should be reported to your teacher at once. Through our records of book numbers, a missing book can be returned to you if found. If not returned, the student will be responsible for the cost of the book. Each student's name should be written in ink in all school books and all personal property to avoid loss and to provide quick identification. If articles are lost, check with the lost and found in the main office.

Each student is assigned an individual locker at the beginning of the school year. Additional locks and lockers are issued to students taking physical education. The school retains joint custody and control over its lockers; school officials may search lockers at any time with reasonable suspicion. Students are expected to keep their lockers neat and clean. To avoid locker problems, students should remember the following guidelines:

- ✓ Quickly learn the combination and how to open the locker.
- ✓ DO NOT give ANYONE the combination.
- ✓ DO NOT preset the combination.
- ✓ Report immediately anyone who is tampering with the locker.
- ✓ DO NOT bring valuable articles to school unless absolutely necessary. If necessary, they should be left in the office, not a locker.
- ✓ Students are held responsible for the contents of their lockers.

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, or irreplaceable items (*see Electronics section*) should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline consequences.

SEARCH AND SEIZURE

The school administration retains discretion to search areas assigned to students (lockers, desks, etc.). Students should understand that such areas are **not** private. General searches of school property may be conducted at any time. Any item determined to be illegal, a threat to the safety or security of others, or which could be used to disrupt or interfere with the educational process will be confiscated.

STAYING AFTER SCHOOL

For the safety and welfare of Mason Middle School students, they will have ten minutes after the school day ends to leave the building or get to their supervised area. Students staying after must be under the **DIRECT SUPERVISION** of a faculty member or approved adult.

Students waiting for transportation after school must wait in the main lobby **seated on the benches. It is expected that parents will pick students up by no later than 3:15 if students are staying after school with teachers until 3:00 P.M. for additional help. Students taking the Late Bus home will depart at 3:15 P.M.**

STUDENT DRESS

Students will wear clothing that is appropriate for an educational environment. Guidelines for student dress are listed below:

- Shirts that expose the stomach, back, or cleavage are not appropriate.

- All undergarments must be covered. Students are not allowed to “sag” their pants exposing undergarments or athletic shorts.
- Skirts/shorts/dresses must be appropriate for the school setting. A standard guideline for appropriate skirt/short/dress length is past the fingertips when arms are extended down.
- Clothing that displays alcohol, drugs, tobacco, gang association, weapons, sexual or suggestive references, profanity, violence, intimidation or organizations promoting any of these are not appropriate.
- Shoes must be worn at all times.
- Sharp and/or spiked jewelry or chains are not appropriate.
- Skin tight clothing or clothing that has excessive holes may be deemed inappropriate for the school setting.
- Particular clothing and hairstyles must be regulated in certain laboratory situations if machines, fire or the use of chemicals presents a safety hazard.
- Coverage of the body is expected at all times. This dress code applies to all school sponsored activities/events. The building administration reserves the right to interpret appropriateness.
- Students are not permitted to wear hats or headwear including hoods and bandanas during the school day.

The administration reserves the right to observe new fads in attire and determine whether or not these fads would be a disruption to the educational process or a safety concern for the student(s).

First offense: Student must change into appropriate clothing, detention

Second offense: Student must change into appropriate clothing, Saturday Morning Detention

Third offense: Student must change into appropriate clothing, Saturday Morning Detention or 1-10 day suspension

STUDENT ASSISTANCE/STUDENT SERVICES

The Student Services department consists of two social workers and a counselor and is available to all students in the middle school. Students may receive assistance with educational planning, interpretation of test scores, study help or support for emotional concerns through group or individual counseling. Students who need assistance should see the secretary in student services to make an appointment.

We encourage parents to contact the school when their child has experienced an important life event such as serious illness, loss, or mourning. We work cooperatively with the family and the middle school staff to provide support and enable the student to be successful academically. Personnel are also available to conduct mediations between students to assist with conflict resolution.

When additional services are needed we can provide counseling or treatment referrals to professionals in the community.

STUDENT RECOGNITION

Student of The Month: Each month, several "Students of the Month" are selected by the teachers at Mason Middle School. Students may be chosen for this award only once during the year. Selections are made from the following areas: 6th Grade classrooms, 7th Grade departmental areas, 8th Grade departmental areas, elective and exploratory classes, and special education. Students honored are to possess one or more of the following qualities: outstanding citizenship, good work habits, a positive attitude, the ability to interact well with peers and adults, and good attendance.

Parents are invited to a special morning ceremony to recognize their child's achievement. Students receive a certificate and have their pictures displayed on the school's digital signs.

Honor Roll: Each semester, a list of students who have attained grades of A's and B's in all their classes, on report cards, will be created and displayed in the showcase at the end of the office hallway. The list will be published on the middle school website and announced on Mason Public Schools' Facebook page.

7. EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

INTRODUCTION & PHILOSOPHY

Mason Middle School provides students with the opportunity to participate in a variety of extracurricular activities. These activities include interscholastic athletics, intramural events, and special activities. Those students planning on participating in interscholastic athletics are reminded that they are to adhere to Mason Public School's athletic code of conduct. This code is in effect, for all athletes, during the entire year. Parents may obtain a copy of the athletic code in the middle school office or on the district's website, www.masonk12.net.

Our philosophy at Mason Middle School is to recognize and reward the accomplishments and positive behaviors of our students. Several special extracurricular activities, co-curricular activities, field trips and events have been scheduled specifically for this purpose. Examples of these positive rewards include: activity times, assemblies, field day (6th grade), educational field trips, incentive trips, roller skating, dance(s) (8th grade), and end of the year activities.

ACTIVITY TIMES & GUIDELINES

During the year there will be several afternoons devoted to organized multiple activities. Typical activities will include basketball, volleyball, ping pong, table games and dancing. The emphasis will be on providing stimulating positive experiences held in a well-lighted safe environment.

1. Generally, the times are 2:35 PM until 4:00 PM.
2. Students should make arrangements for transportation home prior to attending.
3. A student cannot reenter once he/she has left.
4. School clothes will constitute acceptable dress.
5. Activities are for Mason Middle School students only.
6. Students behaving in a disrespectful manner will be asked to leave. Further discipline may result.

ASSEMBLIES

Students at Mason Middle School are expected to enter any assembly quietly and be seated quickly. Appropriate behavior and courteous attention is expected during any speech or performance. Consequences for inappropriate behavior may include, but are not limited to: removal from the assembly, parent contact, Saturday Detention, in-school suspension and/or out-of-school suspension.

OTHER CLUBS

Besides student government, a variety of other clubs and organizations may be available for students through the school or community. These include:

Cross Country Club
FACT (Fun Academic Contests Team)
Student Success Great Opportunities Fun Activities After School Rush (SOAR)
Science Olympiad
Ski and Snowboarding Club
Yearbook Staff
Football
Cheerleading
MMS Writes!
National Junior Honor Society (8th Grade Only – Students must meet certain requirements and apply.)
Leo's Club

8. ATHLETICS

ATHLETIC OVERVIEW

YEARLY PHYSICALS ARE REQUIRED FOR INTERSCHOLASTIC ATHLETICS. PHYSICALS DATED APRIL 15 OR AFTER ARE VALID FOR THE FOLLOWING SCHOOL YEAR.

Athletic contests between Mason and the other area teams are held at the seventh and eighth grade level. Ticket prices are adult \$3.00 and student \$2.00. Grandparents are admitted free. Family season tickets are available through the high school athletic department (676-6535).

ATHLETIC ELIGIBILITY

Athletic eligibility of all athletes will be monitored on a weekly basis. Academic progress and student behavior will determine athletic eligibility.

Athletes who earn an academic grade of D or behavior grade of N, in any class will be placed on probation. Probationary athletes may practice and compete with the team. If the student shows improvement, he/she will remain eligible. If no improvement is evident within a week's time, the student will become ineligible from competition the following week.

Athletes who earn an academic grade of E or a behavior grade of U are immediately ineligible from athletic competition. If ineligible athletes fail to show improvement under the weekly eligibility, they will remain ineligible. If the student shows improvement, he/she will become eligible for competition the following week. An ineligible athlete may practice and travel with the team, but may not dress for or play in the events or wear game jersey to school on game day.

ATHLETIC OFFERINGS

6th, 7th, & 8th Boys & Girls Cross Country
7th & 8th Football
7th & 8th Girls Basketball
7th & 8th Boys Basketball
6th, 7th, & 8th Wrestling
6th, 7th, & 8th Boys & Girls Track
7th & 8th Girls Volleyball

SPORTSMANSHIP AT ATHLETIC CONTESTS

Each student/spectator should follow these suggestions that will serve as a guide to carrying out his/her responsibility in promoting good sportsmanship.

1. Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
2. Respect all spectators.
3. Accept the officials' decision as final.
4. Be modest in victory and gracious in defeat.

We (players and spectators) all have a responsibility and duty to live up to the spirit of the rules of fair play and sportsmanship.

TRANSPORTATION OF STUDENTS – SCHOOL-SPONSORED ACTIVITIES

The Mason Public Schools will provide transportation of students to school-sponsored and extracurricular events occurring Monday-Friday. Student participants in these events are required, except in the situations provided below, to ride in the designated school vehicles both to and from the activity. In most instances, the method of transportation will be a school bus. In situations where a limited number of participants are involved, students may be transported via automobile or van that is driven by a school employee. Weekend (Saturday-Sunday) transportation will only be provided to state tournament athletic or academic events.

While the district normally requires that participants ride in school vehicles, it is recognized that certain instances make this practice difficult. Some exceptions to the above regulations may exist depending on the circumstances. The following guidelines address these situations:

- Parents may transport their own child to/from school-sponsored activities in which the child is a participant. In the situations where parents transport their own child, the district requires written notification to the staff member (teacher, coach) supervising the group/team. This requirement enables our supervisors/coaches to have knowledge of each participant's whereabouts before/after events away from the school. In emergency cases only, the parent/guardian may grant verbal permission.
- Parents may elect to have their child transported to and/or from an event by another family member or adult. In these special cases, the transported child's parent must provide specific written permission that includes their signature and the date when it was granted. Advanced notice is required and must be presented to the supervisor/coach. In emergency cases only, the parent/guardian may grant verbal permission.
- The district does not provide transportation to Saturday-Sunday athletic/academic/extracurricular events, except for participants in state sponsored tournament events. Parents/guardians are responsible for the transportation to/from all scheduled away Saturday and Sunday athletic and academic events.

The district does not permit the transportation of student participants by other students to and/or from school-sponsored away events. However, in the event that a practice is regularly scheduled off campus (i.e. golf), exceptions will be granted upon parental request.

9. STUDENT CONDUCT EXPECTATIONS

BUS CONDUCT

Riding the bus to and from school is a privilege. The bus driver has the authority to assign seats. In some circumstances, it may become necessary to deny service to a student. This situation can be avoided by adhering to the following nine rules:

1. Observe the same conduct as in the classroom.
2. Be courteous and use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep your head, hands, and feet inside the bus.

Please contact the Transportation Department at 676-6496, if you have any further questions.

CAFETERIA EXPECTATIONS

Students have a variety of meal options available to them. Breakfast, full lunches, a la carte items, ice cream and salad bar are all available to students. Students share in the responsibility for keeping the cafeteria area neat and orderly.

The following guidelines have been established to make cafeteria time more enjoyable for everyone.

- ◆ Students are expected to clean up after themselves, by not leaving food or trays on tables when they have finished eating.

- ◆ Students are expected to follow all requests made by the adults in the cafeteria and treat everyone with respect.
- ◆ Place all disposable products in wastebaskets when finished and put recyclables in the proper containers.
- ◆ Please remain in the cafeteria or designated outside areas throughout the lunch period.
- ◆ Please eat food in the cafeteria only.
- ◆ Avoid running, pushing, "rough housing", or excessive noise in the hallways or cafeteria area.
- ◆ Be respectful of others by not cutting into the lunch line.
- ◆ Be well-mannered and do not throw food or any objects.
- ◆ Remain seated at the table as much as possible.
- ◆ Please remain within the designated recreation areas and stay away from parked cars.

Student cooperation during the time they are in the cafeteria is very much appreciated. Should it become necessary to discipline students for inappropriate behaviors, consequences may be assigned as outlined in the discipline section of the handbook.

CELL PHONES, PERSONAL ELECTRONIC DEVICES (PEDs), AND OTHER ELECTRONICS

Students may possess cell phones or personal electronic devices (PEDs) in school, on school property, at after-school activities and at school-related functions according to the following guidelines:

1. The use of cell phones/personal electronic devices is encouraged to fulfill academic requirements at the express and explicit direction of the teacher. In addition, these devices may be used before and after school. Use of these devices shall not interfere with classroom instruction and/or violate acceptable social media behavior. If these devices are used inappropriately, they will be confiscated and turned into the office.
2. Student use of cameras or the camera/video function of cell phones or PEDs is strictly prohibited in locker rooms, dressing rooms, hallways, restrooms, and the cafeteria at Mason Middle School including any location where a school activity or an athletic event is occurring without permission from the supervising staff member or administrator.
- 3.. All use of cell phones or PEDs must comply with the Ethical Use of Computer Technology. (See below.)
4. Laser Pointers and other electronic games are not permitted without the express permission of the administration.

1st Offense – Student can pick up the phone at the end of the school day from the office.

2nd Offense – Student's parents will need to pick up the phone at the end of the school day from the office.

3rd Offense – Student's right to possess the cell phone or PED at school will be revoked.

CHEATING

Students are expected to complete assignments, homework, quizzes, tests, labs, papers and projects on their own, unless directed otherwise by the instructor. Examples of cheating include: Copying homework, letting work be copied, cheat sheets, plagiarizing (copying word for word from published sources), forging of names on notes, passes, contracts, etc.,... and copying from others' tests and quizzes. Students who are caught cheating will receive no credit for the work and have their parents contacted. Subsequent offenses will lead to office referral and possible suspension.

ETHICAL USE OF COMPUTER TECHNOLOGY

Definition of Terms

1. Users - A user is defined as any staff person, student, or community member of the Mason Public School District.

2. Computing Systems - Any computer or computer peripheral owned by Mason Public Schools or used on the premises of Mason Public Schools.

3. Network - Any network systems on the premises of Mason Public Schools or networks accessed via Mason Public School computers.

User Rights

Each user has the right to make use of computer/network technology for education, research, and productivity consistent with the purposes of the Mason Public School District.

User Responsibilities

1. Privacy - User shall not intentionally seek information on or obtain copies of data files belonging to another person unless authorized by that person.
2. Passwords
 - A. Users shall not seek passwords or use passwords belonging to another person.
 - B. Users shall take precautions to secure access of their personal password from others.
3. Security
 - A. Users shall not attempt to infiltrate or knowingly infiltrate a computing system or network or alter the software components of a computing system or network or import files which will jeopardize the security of the computing systems or the network.
 - B. Users shall not load software on computers without permission of instructor or computing coordinator.
4. Integrity
 - A. Users shall not use a computing system or network to harass others or develop software programs that harass others.
 - B. Users shall not use a computing system or network to gain access to pornography, obscenity or otherwise inappropriate text files, or communicate pornography, obscenity or otherwise inappropriate text files.
 - C. Users shall have all drives or portable media scanned for viruses by authorized district personnel before they are used in district systems.
 - D. Users shall not use a computing system or network in a destructive or malicious manner.
5. Non-instructional Use - Users shall not use a computing system or network for commercial or for-profit purposes, personal or private business, or political activity. However, personal e-mail (person-to-person) is permitted; but mass mailings (junk mailing or bombing) are not permitted.
6. Recreational Games - Users shall not use a computing system or network for recreational games unless expressly approved.
7. Copyright
 - A. Users shall not copy software without written permission from publisher.
 - B. Users shall not copy documents or files without permission of author.
 - C. Users shall cite references for all data accessed via computing system or networks.
8. Accountability - Users have the responsibility to monitor all materials received via technology systems to assure that they comply with responsible usage.

Consequences of Unethical Use

When the Mason Public School District learns of possible inappropriate use of computing systems or networks, appropriate disciplinary action will be taken. In order to prevent further possible unauthorized activity or use, Mason Public Schools may temporarily or permanently disconnect that user from the computing systems or networks. Users violating any of these rights and responsibilities may face additional disciplinary action in keeping with the disciplinary policies and guidelines of the district, including but not limited to: loss of computer privileges, in-school suspension, out of school suspension, removal from the course, or expulsion.

ROLLERBLADES/SKATEBOARDS/SCOOTERS

Students are permitted to bring rollerblades/skateboards/scooters to school and store them in their lockers during the school day. Students may not take their rollerblades, skateboards, or scooters to classrooms.

The riding of rollerblades/skateboards/scooters or wearing shoes with wheels in them on school property is prohibited on school days and during school activities. School property includes all parking lots and walkways around the building and the sidewalk parallel to Temple Street extending from the driveway entrance to the parking lot exit. Students are requested to wait until they fully cross Temple Street before they use their rollerblades/skateboards/scooters/shoes.

Students who do not abide by the policy will have their rollerblades/skateboards/scooters/shoes taken from them and placed in the office. Parents may pick up the blades/boards, but these students will be unable to bring them to school for the remainder of the year.

STUDENT COOPERATION AND RESPECT

Students are expected to show respect and courtesy to fellow students and **ALL** adults in the school. Failure to comply with these expectations may result in discipline consequences, which are listed in the discipline section of this handbook

Students must identify themselves when asked by staff members and address all adults with Mr., Ms., Mrs., or appropriate title.

Students are also expected to carry out requests of staff members, including substitute teachers.

All students are to treat each other with respect. Any physical contact, inappropriate verbal remarks, inappropriate gestures or other disrespectful behaviors will not be tolerated.

10. STUDENT CODE OF CONDUCT

INTRODUCTION

Proper student behavior is a very important element in our educational environment. Proper behavior allows everyone an equal opportunity to learn. The most effective learning takes place in an environment free of ridicule or intimidation from others. Inappropriate behavior will be addressed quickly with the goal of bringing about a positive change in behavior. This disciplinary policy pertains to students on all Mason Public School property and/or at any school related activity.

GENERAL STATEMENTS REGARDING ALL OFFENSES

- More than three offenses in any category will result in progressive steps of consequences.
- When deemed necessary, law enforcement agencies will be contacted. All dangerous or illegal conduct will be reported to law enforcement.
- Persistent misconduct and multiple offenses will result in a behavior contract for the student and progressive steps of consequences.
- Students who have prior knowledge of illegal activities related to the safety of staff or students are expected to report this activity to administration immediately.

DUE PROCESS RIGHTS (Board of Education Policy 5611)

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. The principal or other designated administrator's decision with respect to suspensions of ten (10) days or less shall be final.

B. Students subject to long-term suspension and expulsion:

The Superintendent may suspend a student for a period longer than ten (10) days up to forty-five (45) days. The Superintendent's decision with respect to suspensions of more than ten (10) days and up to forty-five (45) days shall be final.

An expulsion or suspension of longer than forty-five (45) days may be imposed only by action of the Board of Education.

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel over forty-five (45) days and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, and a summary of the facts. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on a request for reinstatement (Policy 5610.01), or to a request for admission, if recommended by the Superintendent, after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

PHYSICAL AND VERBAL ASSAULT (Board of Education Policy 5610.01)

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy [5605](#) and Federal due process rights appropriate to these students.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (Board of Education Policy 5517.01)

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments,

threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy. The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report

and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the

student in reasonable fear of physical harm or by causing substantial emotional distress;

- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

STUDENT HAZING (Board of Education Policy 5516)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;

- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF NONDISABLED STUDENTS **(Board of Education Policy 5610)**

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law and Policy 5610.01, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.01.

The Superintendent may suspend a student for a period longer than ten (10) days up to forty-five (45) days. The Superintendent's decision with respect to suspensions of more than ten (10) days and up to forty-five (45) days shall be final. An expulsion or suspension of longer than forty-five (45) days may be imposed only by action of the Board of Education.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy [5611](#) must be observed. The principal shall check to make sure the student is not classified as disabled under Section 504.

No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order and/or the educational environment, or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or the student may be given a short-term suspension by the principal. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The principal's decision with respect to suspensions of ten (10) days or less shall be final.

The Superintendent shall develop administrative guidelines to implement this policy.

EXPULSIONS/SUSPENSIONS - REQUIRED BY STATUTE (Board of Education Policy 5610.01)

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the weapon was not knowingly possessed;
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

Physical and Verbal Assault

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy [5605](#) and Federal due process rights appropriate to these students.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy and Policy 5610 is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a firearm and weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of firearms and weapons that were brought into the weapon-free school zone and other reasons listed in Policy 8400.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District Form 5610.01 F1.
- E. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
 1. the extent to which reinstatement would create a risk of harm to students or school personnel;

2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
3. the age and maturity of the student;
4. the student's school record before the expulsion incident;
5. the student's attitude concerning the expulsion incident;
6. the student's behavior since the expulsion and the prospects for remediation;
7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - b. participate in an anger management program or other counseling activities;
 - c. cooperate in processing and discussing periodic progress reviews;
 - d. meet other conditions deemed appropriate by the committee
 - e. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, if recommended by the Superintendent, the Board shall, in making its decision, follow the same procedure it has established in paragraph A-F above for the reinstatement of a District student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

M.C.L. 380.1310, 380.1311, 380.1311a

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Weapons-Free School Zone-- is defined as school property and vehicles used by a school to transport students to or from school property. **School property** is defined as a building, playing field, or property used for school purposes, instruction to children or for functions and events sponsored by a school.

Students who commit or attempt to commit arson or criminal sexual conduct in a school building, on school property, or at school-sponsored functions shall be subject to permanent expulsion.

IN-SCHOOL SUSPENSION / OUT-OF-SCHOOL SUSPENSION

In-School suspensions are used as a short-term placement when a child is removed from a classroom setting on an hourly basis. Full day placement in ISS will be limited. The ISS room will be supervised. Should a student be sent to ISS more than three times, a Parent Conference will be held and improvement plan developed. Students are expected to have study materials or reading book to work on during this time. Sleeping or other non-academic behaviors will not be permitted, with out-of-school suspension as a possible consequence.

Out-of-School suspension is the exclusion of a student from district premises and school activities for a specified period of time and is administered by the principal or the assistant principal. Suspensions may vary from one to ten days depending on the severity or frequency of the violation.

When a suspension is necessary, parents or guardians shall be notified before the student is released from school. ***Suspended students are not permitted on school property or admitted to any school function, unless otherwise directed by an administrator.***

MINOR DISCIPLINARY INCIDENTS

Student discipline policies and procedures are based on a progressive approach. Any time a child is referred to the office for minor disciplinary concerns, the child will not return to class during that hour. Examples include, but are not limited to: disruptive behavior, inattention, non-compliance, disrespect, inappropriate language, or horseplay in the hallways. Consequences for minor discipline incidents are listed, but not limited to:

First incident: Conference with student, placement in Time-Out, mediation, morning detention, possible parent contact.

Second incident: Saturday Detention and parent contact.

Third incident: Possible in or out-of-school suspension of one to five days and parent contact.

Specific consequences for some minor disciplinary incidents are listed below:

AFTER SCHOOL MISBEHAVIOR

After school, any student not under the supervision of a faculty member or approved adult found in the building after 3:15 PM will be subject to disciplinary action. This action can be detention or exclusion from after school activities such as athletic/intramural contests or practices, activity times, drama plays, etc.

CAFETERIA MISBEHAVIOR

Student cooperation during the time they are in the cafeteria is very much appreciated. Should it become necessary to discipline students for inappropriate behaviors, consequences may include but are not limited to: assigned seat, after school detention, required parent conference, in-school suspension, or out-of-school suspension.

DISPLAYS OF AFFECTION

The act of embracing, holding hands, kissing, or other physical contact commonly recognized as inappropriate public behavior for middle school aged children is prohibited. Consequences for this inappropriate behavior may include but are not limited to: verbal warning, parent contact, parent conference, referral to Student Services, Saturday Detention, In School Suspension or Out of School Suspension.

TARDINESS/TRUANCY CONSEQUENCES

Tardiness & truancy is recorded by each teacher per class per marking period. At the end of each marking period, tardies reset to zero for each class. The consequences for tardiness and truancy are provided below. The definition concerning each of these terms can be found in the "Attendance" section of the handbook (page 6.)

TARDIES (unexcused)

First tardy: Warning issued.

Second tardy: Teacher assigned consequence.

Third tardy: Responsible Thinking Referral/Plan and parent contacted

Fourth tardy: Review Responsible Thinking Referral/Plan

Fifth tardy: Lunch detention assigned

Sixth tardy: Two lunch detentions

Seventh tardy and above: Student, administrator, parent conference to create support plan and/or referral to Ingham County Truancy Court.

TRUANCY

A student who is absent without permission during any part of the day is regarded as truant. Student with excessive tardiness may also be referred to Ingham County Truancy Court.

First incident: Saturday Detention, behavior grade of "N", and parent contacted.

Repeated incidents: parent contacted, behavior grade of "U", Saturday Detention, possible one to five days of in or out of school suspension, or placement on persistent disobedience.

MAJOR DISCIPLINARY INCIDENTS

Major discipline incidents include any behavior that seriously endangers the safety and well-being of students or adults and/or disrupts the learning environment in the school, occurring on school property, or at school sponsored events. Discipline relating to such misconduct is serious and administered accordingly. Therefore, consequences for major disciplinary infractions may include, but are not limited to: parent contact and/or required conference, in-school suspension, out-of-school suspension, Saturday detention, long-term suspension, placement on persistent disobedience, possible recommendation for an expulsion hearing before the Board of Education, and/or referral to the police for legal action.

Incidents may include, but are not limited to the following:

- Alcohol:** Consumption; possession; being under the influence; distribution and/or selling of alcoholic beverages or substances represented as such.
- Arson:** Attempting or committing arson on school property.
- Bomb Threat:** Any verbal or written act by a student that is connected to making a bomb threat or jeopardizing the safety of the building, students, or staff.
- Computer Misuse:** Inappropriate use of the computer systems or networks. Consequences for this infraction may include but are not limited to: loss of computer privileges, in-school suspension, out-of-school suspension, removal from the course or expulsion.
- Dangerous Weapon:** Possession of a dangerous weapon (firearm [including a starter gun] or any device, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, stiletto, dirk, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or other destructive device as defined and prohibited by state and/or federal law) or explosive device (explosive, incendiary, poison gas, pepper gas, or other destructive device as defined and prohibited by state and/or federal law) in a weapon-free school zone.
- Drugs/Narcotics:** Unauthorized use, possession, under the influence, distribution and/or selling of an illegal or controlled substance (marijuana, barbiturate, amphetamine, etc.), drug, substitute drug, or drug paraphernalia.
- Gross Misconduct:** Any behavior that seriously endangers the safety and well-being of students or adults and/or disrupts the learning environment in the school, occurring on school property, or at school sponsored events.
- Insubordination:** School personnel have the right to make a directive that is in the best interest of students and the school. Any outward defiance is considered insubordination.
- Hazing:** See Board of Education Policy 5516 on p. 24 of this handbook.

Intimidation/Bullying: See Board of Education Policy 5517.01 on pp. 23-24 of this handbook.

**Physical Altercation/
Fighting:**

Any incident where two or more students mutually escalate a disagreement that ends with pushing, shoving, or fisticuffs. The degree and nature of the severity of the incident will determine the consequences and punishment. Administration ~~should~~ will determine the severity of the incident.

Physical Assault: See Board of Education Policy 5610.01 on p. 22 of this handbook.

**Verbal Harassment/
Intimidation:**

Racial, ethnic, religious, or sexual comments/slurs, degrading personal remarks, credible threats of violence or property damage intended to intimidate or harass based upon race, ethnicity, religion, gender, or sexual orientation, and comments intended to or having the effect of inciting violence or disruption of the educational process.

**Sexual Harassment/
Misconduct:**

Any unwelcome or unwanted sexual advances, other verbal, written or physical conduct or gesture of a sexual nature that is unwanted or unwelcome to a student or adult.

Theft:

Taking/stealing something that does not belong to you without permission or knowledge of the owner and /or not paying for the item.

Tobacco:

Possession, use, sale or furnishing of tobacco products, including smoke-less tobacco products.

Vandalism:

Purposely destroying/damaging school property or personal property of others.

Verbal Assault:

See Board of Education Policy 5610.01 on p. 22 of this handbook.

Weapon:

Possession of any instrument or device used by a student to threaten or injure another student or staff member on school grounds or at a school event. Also, any student found to be in possession of an instrument or device that could potentially threaten or injure another student or staff member on school grounds or at a school event. Objects in this category include but are not limited to the following: knife with a blade under three inches long, pocket knife with multiple blades and utility implements, dirk or shank or any other weapon-like instrument less than three inches long. Possession of lookalike weapons used for intimidation is also a major disciplinary incident.

MISCONDUCT PRIOR TO ENROLLMENT

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was (a) a resident of another district, (b) enrolled in another school, (c) outside of school hours, or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the district.

PERSISTENT DISOBEDIENCE

Students who continue to establish a pattern of misconduct may be placed on persistent disobedience. This status indicates that a student has been unable to consistently change behavior to an acceptable and appropriate degree. When placed at this level of discipline, consequences for inappropriate behavior are administered at a more serious level. Office referrals for these individuals will result in automatic suspension for one, three, five, seven, or ten days. Students who reach persistent disobedience will be informed of the reasons for placement on this status. Parents will be notified by e-mail and/or standard mail. Students may earn removal from this level of discipline by remaining free of misconduct in any area for 45 school days.

PARENTS ARE ENCOURAGED TO CONTACT THE STUDENT SERVICES OFFICE FOR ASSISTANCE IN ADDRESSING THE CHILD'S NEEDS.

SATURDAY DETENTION

Students may be assigned to Saturday Detention as a part of the discipline process. They are to report to school at 8:00 A.M. and remain until 10:00 A.M. During that time, they are to have study materials to work on or a book to read for the entire time. This is a required study time. Students are expected to remain quiet and on task during the entire time. Short breaks will be given during the two-hour time period. **Students must be picked up promptly at 10:00 A.M.** If the student does not attend the assigned Saturday Detention, an in school suspension will result.

11. DISTRICT INFORMATION

STUDENT RECORDS (Board of Education Policy 8330)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information. Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned

- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.
- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.
- G. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. telephone number;
- D. major field of study;
- E. participation in officially recognized activities and sports;
- F. height and weight, if member of an athletic team;
- G. height if member of an athletic team;
- H. weight, if member of an athletic team which requires disclosure to participate;
- I. dates of attendance;
- J. date of graduation;
- K. awards received;
- L. honor rolls;
- M. scholarships;
- N. telephone numbers for inclusion in school or PTO directories;

- O. school photographs or videos of students participating in school activities, events or programs;

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within fourteen (14) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

M.C.L. 380.1135

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247
20 U.S.C., Section 1232f through 1232i (FERPA)
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
26 U.S.C. 152
20 U.S.C. 7908

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COLD WEATHER

Students will not go outside at lunch during severely cold weather. Severely cold weather is defined as a temperature of 0 degrees Fahrenheit or below or a combination of temperature and wind, which produces a wind-chill factor of 10 degrees Fahrenheit or below.

DIVORCED PARENTS' ACCESS TO CHILDREN'S RECORDS

Parent/Teacher Conferences

In cases where parents are divorced or separated, in the sixth grade, one parent/teacher conference will be allotted to discuss a student's progress in school. Both parents are encouraged to attend. One notification of the conference will be sent home with the student unless the school has been advised in writing that separate notifications are necessary. If one of the parents is unable to attend, he/she will be provided an opportunity upon request for a telephone conference the following week.

Written Records

School personnel may presume that either parent of a student has authority to inspect and review the educational records of the student unless the school has been provided with evidence that there is a legally binding instrument relative to divorce, separation, or custody, which states otherwise.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (Board of Education Policy 2260)

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the

contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in accordance with Board Policy [7510](#) - Use of School Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Rick Brooks
Human Resources Director
Mason Public Schools
400 S. Cedar Street
Mason, MI
517-676-2484
brooks@r@asonk12.net

Cheryl Wald
Chief Financial Officer
Mason Public Schools
400 S. Cedar Street
Mason, MI
517-676-2484
waldc@masonk12.net

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy [2225](#)).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy [2260](#) investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy [2260](#) – Non-Discrimination and Access to Equal Educational Opportunity as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy [8310](#) and Policy [8330](#))

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. A Principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy [2260](#) - Nondiscrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides

recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's

student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

34 C.F.R. Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

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INFECTIOUS DISEASES

Any child who has an infectious disease such as those listed below should stay home until the communicable stage of the disease has passed. This will help prevent the spread of the disease. Parents should ask their doctors for information regarding the communicable period of other contagious diseases not listed below.

<u>Disease</u>	<u>Incubation Period</u>	<u>Communicable Period</u>
Bronchitis	1-3 days	1 week before or 48 hours
Strep Throat	2-5 days	After treatment
Chicken Pox	2-3 weeks	1 week
German Measles (Rubella)	14-21 days	7 days before and 4 days after rash
Head Lice (Pediculosis)	Immediately upon contact	Throughout infection and until nits and lice are removed
Impetigo	4-10 days	Until on treatment for 24 hours or until all scabs are dry
Influenza	1-3 days	Probably 3 days from onset
Measles (Rubella-Red Measles)	10 days, or longer if modified with rash	Beginning of fever to 4 days after immune globulin
Mumps	12-26 days (usually 18)	Most contagious 48 hours before swelling and 9 days after
Pink Eye	1-3 days	Until under medical care & drainage from eye has cleared
Scabies	4-6 weeks	Until under treatment
Scarlet Fever	1-3 days	Approximately 24 hours after doctor's treatment with antibiotics

Source: Ingham County Health Department

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (Board of Education Policy 2416)

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or

- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy [8350](#).

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

20 U.S.C. 1232g, 20 U.S.C. 1232h

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MAKE-UP OPPORTUNITIES

When a student is absent from the classroom, all teachers shall supply make-up work assignments when requested by the student or parents/guardians.

The administration shall reserve the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences or absences due to suspension or expulsion.

MASON BOARD OF EDUCATION MEETINGS

The Mason Board of Education has its regular meetings on the second Monday of each month (except April and July). The meetings are generally held at the James C. Harvey Education Center located at 400 S Cedar Street. The agendas are organized so that persons in the audience can express any concerns or comments they might desire to make. The Board of Education meetings are scheduled to begin at 7:00 PM. For a complete list of meeting dates, please see the district's website.

NOTICE OF EDUCATIONAL SERVICES FOR HOMELESS CHILDREN AND YOUTH

Mason Public Schools provides equal access and comparable services to all students regardless of their home living situation. Homeless students are not required to attend a separate school for homeless youth and have the right to benefit from programs for which they are eligible. Some examples of these programs are for students who are disabled, gifted, limited-English proficient, or participate in vocational education and preschool programs.

Homeless students have the right to be enrolled immediately in school and to participate in and benefit from such programs as:

- Free or reduced price school lunch program
- Title I services (that may include additional academic support such as before or after school programs, summer school, help in the regular classroom, etc.)
- Transportation services

The district will, to the extent feasible, keep children and youth at their school of origin unless doing so is contrary to the choice of the parent or guardian. School of origin is the school the student attended while permanently housed or the school in which he/she was last enrolled.

If the parent or guardian is not in agreement with the placement, they have the right to appeal. The person named below will provide information and assistance regarding the appeal process. The homeless student will be immediately enrolled in the school their parent or guardian requested during the appeal process.

The following district staff member has been assigned to help introduce the parent or guardian to the various educational programs and services that are available. This person will also assist the parent or guardian in completing or requesting any paperwork or records the district may need to have on file:

Executive Director of Curriculum
Mason Public Schools
400 S. Cedar Street
Mason, MI 48854
(517) 676-6490

NCLB NOTICE TO PARENTS-PROFESSIONAL QUALITY OF TEACHERS

As a parent of a student who attends the Mason Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires the district to give you this information in a timely manner if you ask for it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the Michigan Department of Education has licensed or qualified the teacher for the grades and subjects in which the individual teaches.
- Whether the Michigan Department of Education has decided that the teacher may teach in the classroom without being licensed or qualified under the state regulations because of special circumstances.

- The teacher’s college major, and whether the teacher possesses any advanced degrees and the subjects of the advanced degrees.
- Whether any teacher’s aides or similar paraprofessionals provide service to your child and, if they do, their qualifications.

Written requests for information regarding the professional qualifications of teachers and paraprofessionals should be made to:

Director of Human Resources
Mason Public Schools
400 S. Cedar Street.
Mason, MI 48854
(517) 676-6533

NOTIFICATION OF RIGHTS – PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include 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 ...
 1. Political affiliations or beliefs of the student or students’ parents;
 2. Mental or psychological problems of the student or student’s family;
 3. Sexual 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 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 by State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use ...
 1. Protected information surveys of students;
 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/guardians to a student who is 18 years old or an emancipated minor under State law.

Mason Public Schools has established these regulations to ensure these rights and protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The building administrator will directly notify parents/guardians of these regulations at least annually at the start of each school year in the Parent-Student Handbook and after any substantive change. The District, through the building administrators, will also directly

notify, such as through the 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 parents/guardians to opt their children out of participation of the specific activity or survey. Parents/guardians also will be provided an opportunity to review any pertinent surveys. The notification of the planned activities and surveys will be provided in a reasonable time period to enable parents/guardians to review the materials and respond to the opt-out provision. The list of the specific activities and surveys covered under this requirement is as follows:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians who believe their rights have been violated may file a complaint with the following agency:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PROTECTION OF PUPIL RIGHTS: CONSENT OR OPT-OUT PROVISIONS

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Mason Public Schools to notify parents/guardians to obtain consent or allow their students to opt out of participating in certain school activities. In the event that such an activity is scheduled to occur in school, a specific notice will be issued to obtain consent or to allow a parent/guardian to opt their child out of the activity.

SEARCH AND SEIZURE (Board of Education Policy 5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L. 380.1306
U.S. Constitution, 4th Amendment

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ANTI-HARASSMENT (Board of Education Policy 5517)

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of Policy [5517](#) investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Rick Brooks
Human Resources Director
Mason Public Schools
400 S. Cedar Street
Mason, MI 48854
517-676-2484
brooksr@masonk12.net

Cheryl Wald
Chief Financial Officer
Mason Public Schools
400 S. Cedar Street
Mason, MI 48854
517-676-2484
waldc@masonk12.net

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes she/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual

accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student Records policy. (See Policy [8310](#) and Policy [8330](#).)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant," may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent," that a complaint has been received. The

Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a student with a disability who is twenty-six (26) years or younger or a student under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq.

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

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