

# 2016-17 Mason Middle School Student/Parent Handbook/Planner

## School Day Time Schedule

	1 <sup>st</sup> hour		7:40 – 8:30
	2 <sup>nd</sup> hour		8:34 – 9:25
	3 <sup>rd</sup> hour		9:29 – 10:19
<b>6<sup>th</sup> grade</b>		<b>7<sup>th</sup> grade</b>	<b>8<sup>th</sup> grade</b>
<u>LUNCH 10:19 – 10:49</u>		<u>4<sup>th</sup> hour 10:23 – 11:14</u>	<u>4<sup>th</sup> hour 10:19 – 11:14</u>
<u>4<sup>th</sup> hour 10:53 – 11:44</u>		<u>LUNCH 11:14 – 11:44</u>	<u>5<sup>th</sup> hour 11:18 – 12:09</u>
<u>5<sup>th</sup> hour 11:48 – 12:39</u>		<u>5<sup>th</sup> hour 11:48 – 12:39</u>	<u>LUNCH 12:09 – 12:39</u>
	6 <sup>th</sup> hour		12:43 – 1:35
	7 <sup>th</sup> hour		1:39 – 2:32



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://masonk12.net>

**Principal: Mr. Ted Berryhill  
(517) 676-6514 – [berryhillt@masonk12.net](mailto:berryhillt@masonk12.net)**

**Assistant Principal/Athletic Director:  
(517) 676-6514**

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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# 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:

Ralph Beebe, President

E-Mail: [ralph@high-eng.com](mailto:ralph@high-eng.com)

Becky Brimley, Vice President

E-Mail: [beckybrimley@gmail.com](mailto:beckybrimley@gmail.com)

Laura Fenger, Secretary

E-Mail: [laurafenger@gmail.com](mailto:laurafenger@gmail.com)

Julie Rogers, Treasurer

E-Mail: [Julie.rogers10@gmail.com](mailto:Julie.rogers10@gmail.com)

Laura Cheney, Trustee

E-Mail: [cheneyl@msu.edu](mailto:cheneyl@msu.edu)

Kurt Creamer, Trustee

E-Mail: [kurt.creamer@yahoo.com](mailto:kurt.creamer@yahoo.com)

Tom Curtis, Trustee

E-Mail: [tomcurtis4@gmail.com](mailto:tomcurtis4@gmail.com)

### School Board Meetings:

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

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

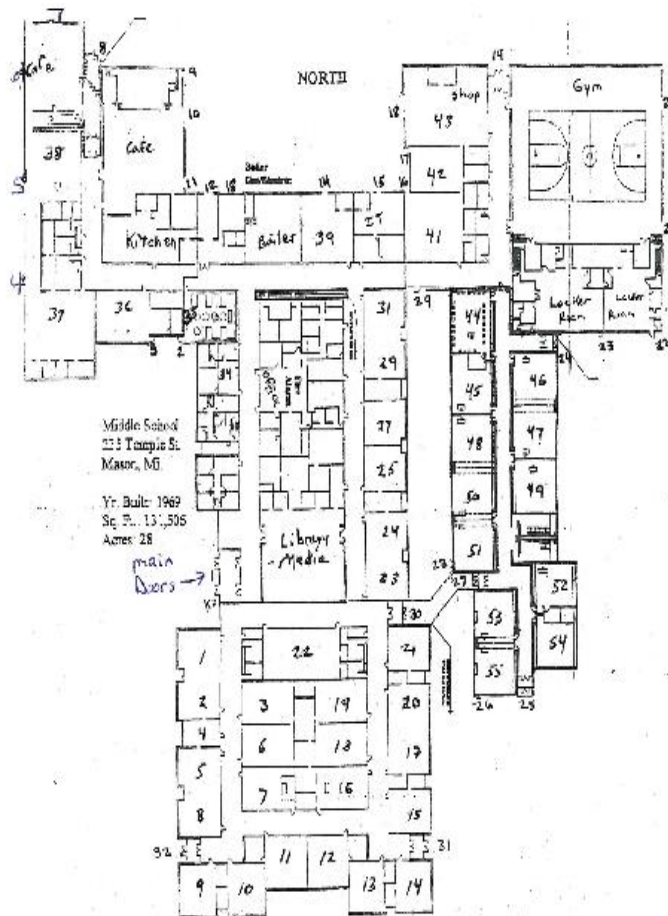
### **MASON MIDDLE SCHOOL PHONE EXTENSIONS & E-MAILS**

TEACHER NAME	EXT	EMAIL ADDRESS
BAILEY, ELIZABETH	474	<a href="mailto:baileye@masonk12.net">baileye@masonk12.net</a>
BEAUNE, BETTY	456	<a href="mailto:beaunee@msonk12.net">beaunee@msonk12.net</a>
BERRYHILL, TED	463	<a href="mailto:berryhillt@masonk12.net">berryhillt@masonk12.net</a>
BOUSFIELD, BETH	143	<a href="mailto:bousfielde@masonk12.net">bousfielde@masonk12.net</a>
BRICKEY, KRISTINE	415	<a href="mailto:brickeyk@masonk12.net">brickeyk@masonk12.net</a>
BULLOCK, TOM	441	<a href="mailto:bullockt@masonk12.net">bullockt@masonk12.net</a>
BUSKIRK, JENNIFER	453	<a href="mailto:buskirkj@masonk12.net">buskirkj@masonk12.net</a>

COTTRILL, MARGARET	459	<a href="mailto:cottrilm@masonk12.net">cottrilm@masonk12.net</a>
CROWLEY, HOLLI	456	<a href="mailto:crowleyh@masonk12.net">crowleyh@masonk12.net</a>
DERRIG, SANDY	408	<a href="mailto:derrigs@masonk12.net">derrigs@masonk12.net</a>
DICKINSON, KIM	475	<a href="mailto:dickinsonk@masonk12.net">dickinsonk@masonk12.net</a>
DODENDORF, DAVID	416	<a href="mailto:dodendorfd@masonk12.net">dodendorfd@masonk12.net</a>
DODENDORF, SHERRY	447	<a href="mailto:dodendorfs@masonk12.net">dodendorfs@masonk12.net</a>
EHLERS, JEFF	403	<a href="mailto:ehlersj@masonk12.net">ehlersj@masonk12.net</a>
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GARNER, SHARON	438	<a href="mailto:garners@masonk12.net">garners@masonk12.net</a>
HAMILTON, ADRIANE	439	<a href="mailto:hamiltona@masonk12.net">hamiltona@masonk12.net</a>
HAMMOND, INGER	450	<a href="mailto:hammondi@masonk12.net">hammondi@masonk12.net</a>
HANEY, TROY	406	<a href="mailto:haneyt@masonk12.net">haneyt@masonk12.net</a>
HENFLING, TIFFANY	419	<a href="mailto:henflingt@masonk12.net">henflingt@masonk12.net</a>
HENLEY, KATIE	435	<a href="mailto:henleyk@masonk12.net">henleyk@masonk12.net</a>
HICKS, KATHY	402	<a href="mailto:hicksk@masonk12.net">hicksk@masonk12.net</a>
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LEONARD, MARY JO	470	<a href="mailto:leonardm@masonk12.net">leonardm@masonk12.net</a>
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MCCOY, LYNN	446	<a href="mailto:mccoyl@masonk12.net">mccoyl@masonk12.net</a>
MCRAY, AMBER	437	<a href="mailto:mcraya@masonk12.net">mcraya@masonk12.net</a>
MULANIX, CARRIE	401	<a href="mailto:mulanixc@masonk12.net">mulanixc@masonk12.net</a>
NORTON, MONICA	431	<a href="mailto:norton@masonk12.net">norton@masonk12.net</a>
PAGE, MARK	457	<a href="mailto:pagem@masonk12.net">pagem@masonk12.net</a>
RUSTAD, SARAH	412	<a href="mailto:rustads@masonk12.net">rustads@masonk12.net</a>
SAUSER, JENNIFER	409	<a href="mailto:sauserj@masonk12.net">sauserj@masonk12.net</a>
SHATTUCK, SCOTT	417	<a href="mailto:shattucks@masonk12.net">shattucks@masonk12.net</a>
VANHAVEL, JERRY	458	<a href="mailto:vanhavelj@masonk12.net">vanhavelj@masonk12.net</a>
VONDRA, ANDY	452	<a href="mailto:vondraa@masonk12.net">vondraa@masonk12.net</a>
WEINBERG, KENDRA	434	<a href="mailto:weinbergk@masonk12.net">weinbergk@masonk12.net</a>
WELLS, MARILEE	455	<a href="mailto:wellsm@masonk12.net">wellsm@masonk12.net</a>
ZWICK, ELISA	421	<a href="mailto:zwicke@masonk12.net">zwicke@masonk12.net</a>

## 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. – 10:55 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 (6<sup>th</sup> 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.

<b>Attendance Notification</b>	<b>Cumulative Attendance</b>
<b><i>Written Notification</i></b>	10 absences
<b><i>2<sup>nd</sup> Written Notification</i></b>	15 absences
<b><i>Truancy Referral</i></b>	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 6<sup>th</sup> 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 6<sup>th</sup> 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](http://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](http://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.

## **TOBACCO POLICY (Board of Education Policy 8100)**

The use and/or the possession of any tobacco products is prohibited in any school buildings, at school-sponsored events or on school grounds. Possession of tobacco products by any student under the age of 18 years may be reported to appropriate law enforcement authorities.

# **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	10:19 – 10:49 a.m.
Seventh Grade	11:14 – 11:44 a.m.
Eighth Grade	12:09 – 12:39 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 names posted in the cafeteria for one month.

**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](http://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 (6<sup>th</sup> grade), educational field trips, incentive trips, roller skating, dance(s) (8<sup>th</sup> 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.

## **STUDENT GOVERNMENT**

Mason Middle School provides our students with a unique and exciting opportunity to contribute positive ideas for school improvement. Student Government is a collection of elected and appointed representatives from all grade levels. Students meet on a regular basis throughout the school year to develop ideas for school improvement. They work together with a faculty advisor, the principal, and assistant principal, to bring forward their ideas.

This opportunity becomes available to students elected or appointed once a year. Team members must be passing all classes, have good attendance records, and be free of suspension. They learn about working together, planning, and managing new ideas.

## **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 (8<sup>th</sup> 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**

7<sup>th</sup> & 8<sup>th</sup> Girls Basketball  
7<sup>th</sup> & 8<sup>th</sup> Boys Basketball  
7<sup>th</sup> & 8<sup>th</sup> Wrestling  
7<sup>th</sup> & 8<sup>th</sup> Boys & Girls Track  
7<sup>th</sup> & 8<sup>th</sup> 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.

**1<sup>st</sup> Offense** – Student can pick up the phone at the end of the school day from the office. **2<sup>nd</sup> Offense** – Student’s parents will need to pick up the phone at the end of the school day from the office. **3<sup>rd</sup> 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**

Discipline procedures are administered with due process in mind. Therefore, students are:

1. Provided with specific oral or written examples of misbehavior.
2. Provided an opportunity to present their view of the situation.
3. Entitled to an explanation of the reasons used for disciplinary action.

## **ASSAULTS AND THREATENING BEHAVIOR (Board of Education Policy 8140)**

Students are expected to conduct themselves in such a way as to not interfere with their own educational success or adversely affect the educational experience of others. Students are expected to abide by state and federal laws, Board policies, and student codes of conduct. The building Principals shall provide all students access to student codes of conduct and Board policies.

### **Definitions**

**Physical Assault** means intentionally causing or attempting to cause physical harm to another through force or violence.

**Verbal Assault** means any willful verbal, written or electronically transmitted threat to inflict injury upon another person on school property, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

### **Assaults Committed Against Adults**

#### **Physical Assaults**

The Board may permanently expel a student in grade 6 or above if the student commits a physical assault against a District employee or against a person engaged as a volunteer or contractor for the District on school property, 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.

#### **Verbal Assaults**

The Board may suspend for up to 180 days or expel any student in grade 6 or above, who commits a verbal assault against a District employee or against a person engaged as a volunteer or contractor for the District on school property, 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.

### **Assaults Committed Against Other Students**

#### **Physical Assaults**

The Board may suspend for up to 180 days or expel a student in grade 6 or above if the student commits a physical assault, against another student on school property, 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.

#### **Verbal Assaults**

The Board may suspend for up to 180 days or expel any student in grade 6 or above, who commits a verbal assault against another student on school property, 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.

#### **Bomb Threat or Similar Threat**

The Board shall suspend for up to 180 days or expel a student in grade 6 or above if the student makes a bomb threat or similar threat directed at a school building, other school property, or at a school-related event.

LEGAL REF: MCL 380.1310; 380.1311a

Adopted: 06-23-03

Revised: 06-08-10; 04-16-12



## **BULLYING (Board of Education Policy 8135)**

The Board of Education believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the responsibility of the District to provide such a safe and nurturing environment for all of its students. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

### **Bullying Is Prohibited**

Bullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors, or volunteers, is prohibited. All students are protected under this policy, and bullying is prohibited without regard to its subject matter or motivating animus (intent).

### **Definition Of Bullying**

Bullying is defined as any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more students.
2. Adversely affecting the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a student's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying is prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, to or from school premises, on a school bus or other school-related vehicle, any official school bus stop, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying that does not occur "at school," as defined above, including bullying that occurs over the internet (cyberbullying), that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

### **Reporting And Investigating Reports Of Bullying**

Every student is encouraged to report any situation that he/she believes to be bullying behavior directed toward a student, a teacher, a counselor, a building principal, an assistant principal, or other staff member. Staff members shall report any situation brought to their attention by students or situations that they believe to be bullying behavior directed toward a student to the building principal or assistant principal. Complaints against the building principal shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President.

Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. Retaliation shall be considered a serious violation of Board policy, independent of whether a report is substantiated. Suspected retaliation shall be reported in the same manner as suspected bullying behavior. Making intentionally false accusations about bullying behavior is prohibited. Retaliation and making intentionally false accusations about bullying may result in disciplinary action up to and including expulsion.

All reported bullying behavior that may violate this policy shall be promptly investigated and documented. The building principal or assistant principal is responsible for the investigation and for ensuring that this policy is implemented. If the investigation results in a finding that an instance of bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, up to and including exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

All reported bullying behavior that may violate this policy shall be promptly investigated and documented.

Reference: Matt's Safe School Law, Public Act 241 of 2011 (MCL § 380.1310b).

Adopted: 04/16/2012

### **HAZING (Board of Education Policy 8130)**

Students who engage in any act of hazing while at school or on school property, at any school function, in connection to or with any District-sponsored activity or event, or while en route to or from school or on a school bus or school-related vehicle, are subject to disciplinary action, up to and including suspension or expulsion.

Hazing is defined as any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored by or supported by the District and whose membership is totally or predominately other students from the District.

Such conduct is disruptive of the educational process and, therefore, is not acceptable behavior in this District, and is prohibited. As may be required by law, law enforcement officials shall be notified of hazing incidents. This policy shall not be interpreted to prohibit a civil exchange of opinion or debate, which is protected by state or federal law.

Adopted: 06-23-03

Revised: 06-08-10; 04-16-12

### **STUDENT SUSPENSION AND EXPULSION (Board of Education Policy 8150)**

#### **Student Disciplinary Policy for Suspensions and Expulsions**

The Board of Education of Mason Public Schools is concerned with, and interested in protecting, the health, safety, and welfare of students, employees, and visitors. The Board of Education recognizes that school buildings, facilities, vehicles, grounds, and other school property, as well as school-sponsored functions, are best utilized in the educational process free of students who engage in misconduct, which violates Board policy or the Student Codes of Conduct.

Students who possess dangerous weapons on school property, or students who commit arson or criminal sexual conduct on school property, or students who commit a physical assault on school property against a person employed by or engaged as a school volunteer or contractor, shall be expelled permanently from the school district.

This policy is subject to the rights and procedures specified under state or federal law applicable to students with disabilities. The Board of Education authorizes the Superintendent's designee to suspend a student for up to ten (10) school attendance days for violations of this policy or the student Codes of Conduct. A suspension of up to forty-five (45) school attendance days for violations of this policy or the student Codes of Conduct may be imposed by the Superintendent. An expulsion or suspension of longer than forty-five (45) school attendance days may be imposed only by action of the Board of Education.

### **Suspensions for Up to Ten (10) School Attendance Days**

The Board of Education authorizes the Superintendent's designee to suspend a student for up to ten (10) school attendance days for violations of this policy or the student Codes of Conduct. The following procedural guidelines will govern the process for suspension of up to 10 school attendance days by the Superintendent's designee.

When the Superintendent's designee determines that a student has violated this policy or the Student Codes of Conduct, which justifies a suspension of the student from school for a period of ten (10) school attendance days or less, the student shall be informed of the charges either verbally or in writing and be provided an opportunity to respond. If the student denies the allegations, the administrator shall explain the evidence against the student and shall provide an opportunity for the student to present an explanation of the incident. If the student's presence endangers persons or property and/or threatens disruption of the learning environment, the student will be removed from school and the chance to respond to the charges shall be provided following such removal.

Should the Superintendent's designee determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of students who are not emancipated, an attempt will be made to contact the parent or guardian of the student and to provide verbal notice of such suspension immediately.

Written confirmation of the suspension shall be provided to the parent or guardian of the student by the Superintendent's designee. This notice is to include the length of the suspension and any special conditions relating to the suspension. The Superintendent's designee's decision with respect to suspensions of ten (10) or less school attendance days shall be final.

### **Expulsions and Suspensions for More than Ten (10) School Attendance Days**

#### **General Procedures**

When the Superintendent's designee believes that a student has violated this policy or the Student Codes of Conduct justifying a recommendation for long-term suspension for a period of time exceeding ten (10) school attendance days or expulsion, the recommendation shall be forwarded to the Superintendent of Schools for review and hearing by the Superintendent or presentation to the Board of Education. The Superintendent may suspend the student from school up to forty-five (45) school attendance days. The Superintendent's decision with respect to suspensions of more than 10 and up to 45 school attendance days shall be final.

A student who the Superintendent believes has violated this policy or the student Codes of Conduct justifying long-term suspension of more than 45 school days or expulsion shall be suspended pending a Board of Education hearing.

The following procedural guidelines will govern the process for suspension of more than 10 school attendance days and up to 45 school attendance days by the Superintendent, and the process for long-term suspension of more than 45 school days or expulsion by the Board of Education:

1. The student and his/her parent/guardian will be provided reasonable advance written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school District. Included within this notice shall be a statement of the time and place for the hearing.
2. The student and his/her parent/guardian will be provided with a brief description of the hearing procedures, as set forth in this policy.
3. The student and his/her parent/guardian will be given access to the evidence upon which the school administration will rely in the hearing.
4. The student and his/her parent/guardian may be represented by legal counsel at their own expense.

5. The student will be provided an opportunity to present relevant witnesses and evidence to defend against the charges and to question any adverse witnesses. Similarly, any witnesses who testify on the student's behalf are subject to questioning.
6. The hearing shall be conducted by the Board of Education or Superintendent, as provided in this policy, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.
7. Hearings before the Superintendent are closed to the public. For hearings before the Board, the student and his/her parent/guardian shall be informed of their right to request a closed session for the hearing of the suspension or expulsion charges. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education in open session. Such action shall appear in the minutes of the Board of Education and shall be a part of the public record, subject to the provisions of federal laws protecting the confidentiality of student education records.
8. The Superintendent or Board of Education shall state, within a reasonable time after the hearing, its findings as to whether or not the student charged shall be suspended or expelled. Such findings shall be reduced to writing and forwarded to the student and his/her parent/guardian.

#### **Record and Refer:**

All suspensions and expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution.

#### **Petitions for Reinstatement:**

All expulsions are considered permanent.

Students expelled pursuant to this policy (or their parent or legal guardian if the student is not emancipated) may petition the Board of Education for reinstatement to school. Individuals enrolled in Grade 5 or below at the time of expulsion and who were expelled for possessing a firearm or other dangerous weapon, may petition for reinstatement following the expiration of sixty (60) school attendance days from the date of expulsion, but cannot be reinstated until the expiration of ninety (90) school attendance days.

Students in Grade 5 or below at the time of the expulsion and who were expelled for possessing a firearm or threatening another person with a dangerous weapon may petition for reinstatement at any time after the expiration of 60 school attendance days after the date of the expulsion, and shall not be reinstated before the expiration of 90 school attendance days after the date of the expulsion.

Students in Grade 5 or below at the time of expulsion who were expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of ten (10) school attendance days subsequent to the date of expulsion.

Students in Grade 6 or above who were expelled, absent extenuating circumstances, may petition for reinstatement 150 school attendance days after the expulsion and can be reinstated after the expiration of 180 school attendance days. Extenuating circumstances do not apply to students in Grade 6 or above who were expelled for possessing a dangerous weapon in a weapon free school zone, committing arson in a school building or on school grounds, or committing criminal sexual conduct in a school building or on school grounds.

Upon request, the school District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and their designated committees to request, receive, and review all student records and student record information maintained by any public or private school that the petitioning student has attended. If such records are already in the possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than ten (10) school attendance days after receiving a petition for reinstatement, the Board of Education shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is not emancipated) or from the expelled student;
2. The committee shall consist of two Board of Education members, one administrator, one teacher, and one parent/guardian of a student attending this school District;
3. The Superintendent of the school District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
4. Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the school District, and shall submit a recommendation to the Board of Education on the issue of reinstatement;
5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement; and
6. The Superintendent shall be allowed to attend meetings of the committee appointed by the Board of Education when considering petitions for reinstatement.

**Criteria for Reinstatement:**

The designated committee and the Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other students or school personnel;
2. Whether reinstatement would create a risk of school District or individual liability for the Board of Education or school District personnel;
3. The age and maturity of the individual;
4. The individual's school record before the incident that caused the expulsion;
5. The individual's attitude concerning the incident that caused the expulsion;
6. The individual's behavior since expulsion and the prospects for remediation of the individual;
7. The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

**Conditions of Reinstatement:**

The Board of Education may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

1. Signing a behavior contract;
2. Participation in or completion of an anger management program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews; and
4. Specific immediate consequences for failure to abide by any conditions of reinstatement.

### **Class, Subject, and Activity Suspension By Teacher**

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when a student engages in conduct prohibited by law, Board of Education policy, or the school's Student Codes of Conduct for one period of time. The teacher shall immediately report the suspension and the reason for the suspension to the school Principal or designee in writing and send the student to the school Principal or designee for appropriate action. If that action requires the continued presence of the student at school, the student shall be under appropriate supervision.

As soon as possible after a suspension under this section, the teacher shall ask the parent or guardian of the student to attend a parent/teacher conference regarding the suspension. Whenever practicable, a school counselor or school social worker shall attend the conference. An administrator shall attend the conference, if the teacher or parent/guardian so requests. The summary and end result of the conference will be put in writing by the teacher.

During a suspension under this section, the student shall not be returned, that school day, to the class, subject, or activity from which he/she was suspended without the concurrence of the teacher of the class, subject, or activity and the school Principal or designee. Students attending separate class periods throughout the school day shall be permitted to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple-day suspension or expulsion in accordance with Board policy, the Student Codes of Conduct and with the approval of the school Principal or designee.

LEGAL REF: MCL 380.1204a; 380.1309; 380.1311, OAG, 1985-1986, No 6271, p 13  
(February 7, 1985)

Adopted: 06-23-03

Revised: 03-13-06; 06-08-10; 10-14-13

### **DEFINITIONS**

**Dangerous Weapon**-- any student who possesses a "dangerous weapon" in a "weapon free school zone" shall be subject to permanent expulsion as stated in Board of Education Policy 8150, unless the student establishes in a clear manner at least one of the following:

1. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
4. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If the student is receiving special education services, he/she shall be afforded all due process rights under federal and state law.

**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:** Parent contacted and Responsible Thinking Referral/Plan

**Fourth tardy:** Lunch detention + "N" behavior grade issued.

**Fifth tardy:** Two lunch detentions + "U" behavior grade issued.

**Sixth tardy:** Parent/student/administration conference to review plan.

**Seventh tardy and above:** In-School Suspension, Out-of-school suspension 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 8130 on p. 24 of this handbook.
- Intimidation/Bullying:** See Board of Education Policy 8135 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 8140 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 8140 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 certified 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.

## **DISTRICT INFORMATION**

### **STUDENT RECORDS (BOARD POLICY 8270)**

The educational interests of students require the collection, retention, and use of data about individuals and groups of students while ensuring the individual's right to privacy. The school District will maintain educational records of students for legitimate educational purposes, which include the following:

1. To enable students to monitor their progress
2. To help teachers guide student progress more effectively
3. To enable teachers to inform the parent or guardian concerning student progress and development
4. To guide recommendations for employment or continued education
5. To provide information for school system self-appraisal.

Student records are confidential and information shall not be released except as provided by law. The information contained in school student records shall be kept current, accurate, clear, and relevant. All student records, including those maintained in District electronic database(s), shall be safeguarded during collection, maintenance, and dissemination to protect against unauthorized access or accidental release. The District may release directory information in accord with law, provided parent(s) or guardian(s) are given the opportunity to object to the release of this information.

### **Directory Information**

The custodian of records may make certain directory information available without parental/guardian or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given, the parents/guardian have the right to object to the release of the information within a specified reasonable time. Directory information includes the following: name; picture; participation in recognized activities and sports and related information; grade placement; and honors and awards received.

The District shall inform students and their parent(s) or guardian(s) annually and upon initial enrollment of their rights under law and Board policy with respect to student records, and of the procedures for exercising those rights. This notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English

The Superintendent shall develop regulations for implementing this policy and state and federal law with respect to student records. The Superintendent shall designate one or more records custodian(s) for each site and the central database in which student records are kept, and shall provide them with appropriate training. The District may charge an appropriate fee to cover the expense of providing copies of records requested by a parent or guardian.

The District shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted, or authorized by the Board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination, and protection of such data.

For the purposes of these regulations, whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education, the consent required of and the rights accorded to the parents or guardians of the student shall only be required of and accorded to the student.

LEGAL REF: MCL 15.231 *et seq.*; 380.1134-1135; 20 USCA §1232g (Family Educational Rights and Privacy Act)

Adopted: 06-23-03

Revised: 06-08-10

## **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.

## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION (Board of Education Policy 5010)**

The Board shall be an equal opportunity employer. The District shall not discriminate against any person based on race, color, national origin, religion, sex, age, height, weight, marital status, or disability. The Superintendent is responsible for ensuring compliance and continued implementation of this policy consistent with applicable federal, state, and local laws.

LEGAL REF: 42 USCA 2000e-8, 2000e-12; 44 USCA 3501 *et seq.*; 42 USCA 12117 (The Equal Employment Opportunities Act); 29 USCA §§627, 630 (Age Discrimination in Employment Act); 42 USCA §1981 *et seq.* (Civil Rights Act); 28 FCR §4241; 28 CFR §42.405 (Title VI of the Civil Rights Act); 42 USCA §2000e, *et seq.* (Title VII of the Civil Rights Act); 20 USCA §1681; 34 CFR §106.8; 24 CFR §106.9 (Title IX of the Education Amendments); MCL 37.1101-1607 (Michigan Handicappers' Civil Rights Act); 37.2101-2804 (Elliott-Larsen Civil Rights Act); Michigan Constitution Article I, §2

**Adopted: 11/08/04**

**Revised: 06/14/11; 12/12/11**

## **MEMORANDUM OF DESIGNATED EMPLOYEE**

To: Students, Parents/Guardians, Faculty and Staff  
From: Ronald Drzewicki, Superintendent  
Subject: Title IX, Section 504, Age Discrimination Act and Title II

The Superintendent shall establish and maintain procedures to ensure compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; the Persons with Disabilities Civil Rights Act; and the Elliott-Larsen Civil Rights Act.

The Civil Rights Coordinator designated to process discrimination complaints made by students (grades pre-k through 12) and/or their parent(s)/guardian(s), and involving gender, race, color, national origin, height, weight, age or marital status is as follows:

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

Any person who feels that the rights of an individual have been misused in relationship to the provision of equal opportunity in any education programs and activities, or in employment, may contact the Director of Human Resources.

## **NON-DISCRIMINATION PROCEDURES**

### **General Provisions**

The Superintendent shall establish and maintain procedures to ensure compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 200d, et seq.; and 42 U.S.C. §§ 200e, et seq.; 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. §§ 1210, et seq.; the Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and the Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

### **Coordinators**

The Board shall annually appoint Civil Rights Coordinators to process discrimination complaints. The individual appointed to process complaints involving disability/handicap discrimination involving educational services, and activities is as follows:

Special Education Director  
Mason Public Schools  
400 S. Cedar Street  
Mason, MI 48854  
(517) 676-6532

The Civil Rights Coordinator designated to process discrimination complaints made by students (grades pre-k through 12) and/or their parent(s)/guardian(s), and involving gender, race, color, national origin, height, weight, age or marital status is as follows:

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

The Director of Human Resources also is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent or Director of Human Resources, the following individual is appointed as the Civil Rights Coordinator:

The Vice President of the Board of Education  
Mason Public Schools  
400 S. Cedar Street  
Mason, MI 48854  
(517) 676-2484

**Complaint Procedures**

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. Upon receipt of the written complaint, the Civil Rights Coordinator will take the following action:

1. Begin an investigation.
2. Meet with the complainant and other school district staff who are knowledgeable of the facts and circumstances of the particular complaints or who have particular expertise that will assist in resolving the complaint.
3. Complete the investigation.
4. Report findings to the Superintendent or in the event the complaint is about the Superintendent, the report shall be delivered to the President of the Board of Education.

The Superintendent will take appropriate action and communicate the action to all concerned parties. The complainant may appeal the Superintendent's determination to the Board of Education.

**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

### **INSTRUCTIONAL PROGRAM PROHIBITIONS (Board of Education Policy 7070)**

A student shall not be required to take part in any instructional survey, analysis or evaluation that discloses information that is protected under federal law, unless the District receives prior consent from a student over 18 years of age, or prior written consent from a parent or guardian of a student under 18 years of age.

The District shall give students notice of their rights under this policy.

### **INSTRUCTIONAL MATERIALS INSPECTION BY PARENTS OR GUARDIANS (Board of Education Policy 7080)**

Parents and guardians have the right to inspect any instructional materials used in the curriculum. If you desire to inspect such materials, please notify the building principal at least three business days prior to the requested inspection date.

### **MAKE-UP OPPORTUNITIES (Board of Education Policy 7120)**

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.



## **SEARCHES OF SCHOOL PROPERTY, VEHICLES, AND STUDENTS (Board of Education Policy 8080)**

### **School Property**

The Superintendent or his/her designee retains discretion to search areas assigned to students (lockers, desks, etc.) at any time. Students should not have any expectations that such areas are private and not accessible to school personnel. General searches of school property may be conducted at any time and may include searches by canine units. Any item determined to be a threat to the safety or security of others will be seized by school authorities.

### **Vehicles**

Vehicles parked on school property may be searched under reasonable suspicion.

### **Students and Personal Property**

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Superintendent or his/her designee is authorized to search students and their personal property. All searches of students shall be carried out in the presence of an adult witness.

### **Strip Searches**

School authorities shall conduct no strip searches.

### **Law Enforcement Searches**

School authorities shall cooperate with law enforcement officers who seek to execute a search warrant.

LEGAL REF: MCL 380.1306(5), Statewide School Safety Information Policy, *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

## **SEXUAL HARASSMENT AND INTIMIDATION POLICY (Board of Education Policy 5020)**

The Board of Education recognizes that Board members, employees, students and authorized personnel have a right to freedom from discrimination including the opportunity to work and attend school in an environment untainted by sexual harassment.

### **Definitions Of Sexual Harassment**

Sexual harassment can be unwelcome sexual advances; request for sexual favors; or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct or communication is made either explicitly or implicitly a term or condition of a person's employment or educational development;
- Submission to or rejection of such conduct or communication by an individual is used as the basis for employment or education decisions affecting such individuals; or
- Such conduct or communication has the effect of substantially interfering with an individuals' work or educational performance, or creating an intimidating, hostile, or offensive working or educational environment.

The sexual harassment of a Board member, employee, student, or agent of this District is strictly forbidden. The Superintendent is responsible for ensuring compliance and continued implementation of this policy. (Adopted 11/08/04)

Adopted: 06-23-03

Revised: 05-11-09