

# Mason Public Schools

## Elementary Parent-Student Handbook 2024-2025

### School Day Time Schedule

First Bell	8:35
Second Bell	8:40
Late Start First Bell	9:35
Late Start Second Bell	9:40
Half Day Dismissal Bell	12:07
Dismissal Bell	3:47



**Alaiedon  
Harvey Education Center  
North Aurelius  
Steele**

**Mason Public Schools**  
**Elementary Handbook**  
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**Mason Public Schools**  
Inspire ~ Empower ~ Succeed

**ELEMENTARY  
SCHOOLS**

**Alaiedon Elementary**

Shana Barnum, Principal  
1723 N. Okemos Road ~ Mason, Michigan 48854  
517-676-6499

**Harvey Education Center**

Angie Vandecar, Principal  
400 S. Cedar Street ~ Mason, Michigan 48854  
517-676-6528

**North Aurelius Elementary**

Mike Prelesnik, Principal  
115 North Aurelius Road ~ Mason, Michigan 48854  
517-676-6506

**Steele Elementary**

Craig Kueffner, Principal  
531 Steele Street ~ Mason, Michigan 48854  
517-676-6510

## *Forward*

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of **July 1, 2024**. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024, the language in the most current policy or administrative guideline prevails.

<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2024. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.masonk12.net">www.masonk12.net</a> and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## *Mason Public Schools Vision Statement*

Inspired learning for individual success.

## *Mason Public Schools Mission Statement*

An exemplary learning community – every student, every day.

Core Values: Excellence, Integrity, Innovation, Compassion, Commitment, Respect, Responsibility, and Relationships

## **DISTRICT ADMINISTRATION INFORMATION**

### **Board of Education:**

Christopher Mumby, President  
mumbysu@gmail.com

Liz Evans, Vice President  
lizevans66@gmail.com

Kurt Creamer, Treasurer  
kurt@ofsadvisors.com

Steve Duane, Secretary  
duaneste@gmail.com

Bryan Droscha, Trustee  
bdroscha.boe@gmail.com

Michael Kelly, Trustee  
mchlk@tutanota.com

Amy Lark, Trustee  
amylark@gmail.com

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identification), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities (Board of Education Policy 1422).

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender (including sexual orientation and gender identification), or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Rick Brooks  
(517) 676-2484  
brooksr@masonk12.net

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **WELCOME**

*Parents are welcome in our schools! We ask all visitors to check in at the school office. This will assist us in identifying each person in the building and locating our guests in case of emergency. If parents want homework for a sick child or wish to speak to a teacher, please call the school office. The teacher will be notified, and there will be no interruption of the teaching time.*

*The school office is open from 8:00 a.m. to 4:00 p.m. If you have questions or concerns, please call. If you wish to meet with the principal, an appointment can be scheduled. Messages for teachers are responded to as soon as possible. You are also welcome to stop in the office.*

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- A. unless enrolling under the District's open enrollment policy.
- B. unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Building Secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Krista Voss at the Special Education Department, (517) 676-6532, to inquire about evaluation procedures and programs.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact Matt Stuard at the Curriculum Department, (517) 676-6490, to inquire about evaluation procedures and programs offered by the District.

## **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from a Mason elementary school, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact building secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.



## ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

- Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

All children are expected to attend school on a regular basis. Compulsory school attendance laws exist recognizing this importance. In cases of excessive absences or tardies, it is our responsibility to ensure that these laws are followed. Therefore, notification of attendance concern will be sent to parents according to the table below.

<b>Attendance Notification</b>	<b>Cumulative Attendance</b>
<i>Written Notification</i>	10 absences or 10 tardies (excused & unexcused)
<i>Meeting with Principal &amp; 2<sup>nd</sup> Written Notification</i>	15 absences (excused & unexcused)
<i>Truancy Referral</i>	20 absences (excused & unexcused)

**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.**

**Absence:** If a child is too sick to attend school in the morning, please call the office as soon as possible. If a child is absent, and the school has not been notified, a call home will be made to verify the absence. Our phone system is capable of taking calls when the office is closed. If you know ahead of time that a child will be absent, a call or written note is requested. If a child arrives at school before 10:15 a.m., he/she will not be counted absent for that morning. Likewise, if a student arrives before 2:15 p.m., he/she will not be counted absent for that afternoon.

**Tardies:** Students are expected to be on time to school. Issues of chronic tardiness will be dealt with by a series of calls, letters, and meetings, as needed, to ensure regular, prompt student attendance. Any student arriving late to school is to report to the school office before proceeding to class.

**Vacation Absences:** Family vacations taken while school is in session are discouraged. Work is difficult to make up and information missed during class discussions and

instruction cannot be duplicated. Parents should be aware that absences caused by family vacations might put a child at an academic disadvantage and/or cause a grade to be affected.

It is the responsibility of the parent to notify the office in writing with the dates and reason for the absence. Parents are also expected to communicate with the classroom teacher regarding the absence and expectations for completing missed assignments. Missed work will be given to the student upon his/her return. They will have an equal number of days to their absence to complete the work.

**Arrival at School:** Children are not to arrive prior to 8:20 am, as there is no supervision of students due to staff meetings and other commitments at that time. Parents are asked to drop off children at the appropriate entrance of the school when buses are on the premises.

**Early Pick-Up of Students:** The number of instructional minutes in the school day is mandated by state law to ensure a quality education. **Students are engaged in meaningful activities right up to dismissal time at 3:50 p.m. Any efforts to avoid early pick-up will be appreciated as well as being beneficial to your child.** However, in the event that a child must leave school because of illness or any other unavoidable reason, he or she ***must be checked out at the office by the responsible adult.*** If you know ahead of time, such as in the case of a doctor's appointment, please notify the office personnel in writing, and we will share the information with the teacher. Children being picked up will be directed to report to the office for this purpose.

**Change in Student Routine:** If the usual dismissal routine is to be changed for a student (i.e., going to a friend's house, having you or someone else pick him/her up), we must have a **note/communication from parent/guardian by 3:00 pm.** Otherwise, the child will be required to leave school on his/her designated bus or by other established routine.

**Moving to Another School:** In the event that your child will be leaving to attend another school, notify the teacher and the office before moving. We would like to know your new address, date of moving and name of school where your child will be enrolled. The new school must request your child's records directly from our office.

## **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.

## **CHILD CUSTODY**

In cases where one parent has sole legal custody of a child and does not desire the other parent to have student pick-up rights, the school needs a copy of the most recent court order stating custody and visitation rights, etc. Non-custodial parents may come to the office to pick up duplicate copies of notes sent home, report cards, parent conference letters, etc., or they may leave stamped self-addressed envelopes in the office for mailing of same. Please make your request known by completing the *Parental Request for Information* form available in the office.

## **CODE OF CONDUCT**

### **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

Each building has an established Positive Behavioral Interventions and Supports System (PBIS) that has safety, respect and responsibility as its core.

Rules and regulations are an important part of any organization. We expect children to demonstrate respect for others, themselves, their surroundings, and to use good manners. Parents, of course, have the major responsibility for teaching self-control and acceptable behavior. The school works closely with parents to reinforce that conduct. When a student accepts responsibility for his or her own behavior, much more attention can be devoted to teaching and learning.

**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.

**Expected Behaviors:**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

**Bus Expectations:** When riding the bus, students are expected to:

- Be courteous. Use no profane language
- Not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Not be destructive.
- Stay in their seats.
- Keep head, hands, and feet inside the bus.
- Remember that the bus driver is authorized to assign seats.

**STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## **EXPLANATION OF TERMS APPLYING TO THE STUDENT** **DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

### **2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

## **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

## **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony, and will subject the student to expulsion.

## **9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being file, and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

## **10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

## **11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

**14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

**16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

**17. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal or teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.



**18. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

**19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

**21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

**22. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

## **25. Possession of Wireless Communication Devices (WCDs)**

- A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room, bus or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a ten day suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive a determined number of days of Alternate Day Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **27. Violation of bus rules**

Please refer to the Transportation section of this handbook for bus rules.

## **28. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## 29. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Director of Human Resources at Central Office, phone (517) 676-6490. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the Mason Public Schools;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the Mason Public Schools;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

**29a. Hazing (Board of Education Policy 5516)**

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

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

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

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

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

[Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.]

**29b. Bullying and Other Aggressive Behavior (Board of Education Policy 5517.01)**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

**Notification**

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

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

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

**Reporting**

No later than May 30, 2018, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

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

**Implementation**

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

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

**Procedure**

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

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

### **Non-Retaliation/False Reports**

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

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

### **Definitions**

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

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

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;



- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:  
 Harassment, see Policy 5517;  
 Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
 Policies on Bullying, Michigan State Board of Education  
 Model Anti-Bullying Policy, Michigan State Board of Education

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

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

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

#### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

#### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel

within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **31. Profanity**

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **FORMS OF DISCIPLINE**

### **Detention**

The purpose of detention is to help students understand the consequences of their behavior. Detention is a minimal consequence for infractions against the Student Code of Conduct.

#### **Detention expectations:**

1. Students may not change detention times. Parents may request a change in detention times by calling the office prior to the detention.
2. A staff member and student will decide together when the detention is to be served. The detention is to be served in a timely fashion.
3. A student who is absent from school on the day of an assigned detention must reschedule the detention by noon of his/her return.
4. Be on time. Please arrange for your ride home ahead of time. *Late arrivals will not be admitted.*
5. Follow the rules listed below:
  - a) Electronic devices are not allowed.
  - b) Students are not to sleep, play games, or talk.
  - c. Students are to work on assigned materials or academic reading matter for the entire session.
  - d. All school behavior and citizenship rules apply.
  - e. Food and beverage are not allowed.
  - f. No passing of notes is allowed.

Students who do not attend, arrive late, cause any disruptions whatsoever, or fail to follow the above expectations during detention will be asked to leave and will receive a Saturday Morning Detention.

### **In-School Suspension (Restriction)**

A student may be assigned an In-School Suspension (ISS) in the event that an infraction is not related to student safety and arrangements can be made with staff members. When a student is assigned to an ISS cooperation with the staff member hosting the ISS is expected. A student in ISS will be restricted from hall passing and lunch will be eaten within the assigned room. A student must bring enough assignments or reading materials for the duration of the school day.

### **Removal of a Student from School Pending Investigation/Emergency removal**

When a building administrator deems it necessary, a student may be removed temporarily from school. A student charged with, suspected of committing, or suspected of being involved in an infraction or incident may be removed from the building for up to a 24-hour period pending formal charges.

- to complete the investigation of an alleged infraction or incident;
- to defuse a situation that could become worse without such removal, or
- for other reason(s) in the best interests or safety of a particular student, a school, its students, or its staff.

See Board Policy: **5610** - EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF NONDISABLED STUDENTS

<http://www.neola.com/masonpublic-mi/search/ag/ag5610.htm>

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

See board policy **5611** - DUE PROCESS RIGHTS

<http://www.neola.com/masonpublic-mi/>

### **Suspension from School**

Suspension is part of the progressive discipline philosophy. Students suspended from school are also suspended from all school-related and school-sponsored activities, including co-op participation and CACC attendance. Such students are not to appear on any Mason Public School property during the time of suspension without permission from a building administrator. Doing so will be considered trespassing and will result in further discipline and/or police intervention. A Readmit Conference may be required with the parent/guardian, student, and administrator upon return from the suspension.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any

time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing,
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

**Dangerous Weapons, Arson, and Sexual Misconduct:** The school environment must be a place which is free from the threat of or actual physical harm to any student or staff member. The Board of Education will not tolerate arson, sexual harassment/sexual misconduct, rape, or the possession of a "dangerous weapon" in a "weapon free school zone" or in a school building or on school grounds. In implementing this policy, the District will comply with all of the dictates of Public Act 335 of 1993. The superintendent shall develop the appropriate Administrative Regulation outlining the requirements of the law which also provides notice to students, parents, and staff members of their obligations in maintaining a safe school environment. The Administrative Regulations shall set forth procedures to be followed when a violation of this policy occurs.

## **USE OF TOBACCO ON SCHOOL PREMISES - Board of Education Policy # 7434**

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco. In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District.

For purposes of this policy:

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

Tobacco may not be advertised or promoted on school property or at school controlled events. Tobacco companies/products may not sponsor any school activity or project.

M.C.L.333.12601 et seq.

M.C.L.380.1170

M.C.L.750.473

20 U.S.C. 6081 et seq.

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

MDE Board Policy on 24/7 Tobacco-Free Schools

## **ELEMENTARY COMMUNICATION SYSTEMS**

Mason Public Schools has implemented and continuously improves our communication system to inform, engage and gather input from students, families and the community. The three main primary vehicles of communication are:

- [www.masonk12.net](http://www.masonk12.net)
- <https://www.facebook.com/masonpublicschools>
- The district's instant alert system

### **District Communications:**

**Mason Public Schools District Newsletter:** A newsletter is prepared and sent electronically to all parents and is available on the school district website to all Mason residents at least three times a year. In addition to comments from the superintendent, broad issues of general concern and activities of all Mason schools are covered. For input or information contact the editor through central office.

### **Office Communications:**

**School newsletters** are sent electronically to all parents and are available on the school district website on a regular basis. Hard copies are available upon request. In addition, *many pieces of information* will come your way which address parent conferences, extra-curricular activities, PTO activities, health issues, etc. A *school lunch menu* is sent home in September that covers the entire school year. Please check with your child each night to see if he/she has any communications from school.

**Parent/Teacher Communications:** Teachers will communicate with you in many ways: *class websites, technology apps, general letters or memos, personal notes, phone calls, e-mails, or in some cases newsletters.* Teachers welcome feedback from parents at any time.

**Voicemail:** Each teacher will inform parents about access to their mailbox number, or you may contact the office.

### **Tips for Better Home/School Communications:**

- Get to know the school principal and staff members. Attend school open houses, parent-teacher conferences, and other events.
- Let the principal or staff member know when you are pleased about something, as well as when you are dissatisfied.
- If an issue arises, communicate with the staff member or administrator *closest* to the situation.



- Be aware that answers or solutions may not come right away. Sometimes follow-up activities are required to obtain all the information and to study the implications before a question or concern can be resolved in a way that is fair and reasonable.

## **CULTURAL RESPONSIVENESS**

School communications and activities are responsive to the varied ability levels, schedules, diversity and language, socio-economic status, cultural traditions and belief systems of our community.

- Interpreters available when the need arises
- Surveys, focus groups and informal conversations are used to gather information from families and the community.
- ELL (English Language Learners)

## **CONCERN/REQUEST PROCEDURES**

Believing that young people can best be educated in an environment where the home and school are working closely together, the Mason Board of Education, in an effort to facilitate the flow of communication between parents, interested citizens, and personnel of the Mason Public Schools, hereby establishes the following Concern/Request Procedures:

**STEP I:** Concern/request informally discussed with the building principal.

**STEP II:** Concern/request put in writing and submitted to the building principal. Within 10 days the principal is to respond in writing. If not satisfied with the principal's response, continue to Step III.

**STEP III:** Unresolved concern/request, including the principal's response, submitted to the superintendent. Within 10 days the superintendent is to respond in writing.

## **CRISIS RESPONSE**

A crisis response team has been established at all Mason elementary schools. The purpose of the group is to develop a plan of action in the case of a traumatic event. The team received training in identifying a major crisis, determining the effect on students and staff, organizing efforts to deal with the aftermath, securing needed resource people, communicating with the public, and networking with other district crisis teams.

## **CURRICULUM AND ASSESSMENTS**

This section is designed to give you a brief overview of the curriculum taught at the elementary level in the Mason Public Schools. A variety of materials, assessments (summative, formative, and screener) resources and techniques will be utilized to accommodate each child's instructional level and learning style. *Specific grade level and classroom programs are covered by individual teachers.*

### **Common Core (CCSS):**

To ensure all students are ready for success after high school, the Common Core State Standards (CCSS) have replaced Michigan Grade Level Content Expectations. The new standards establish clear, consistent guidelines for what every student should know and be able to do in math and English language arts from Kindergarten through 12th grade. The new standards focus on developing the critical-thinking, problem-solving, and analytical skills students will need to be successful in college and career. Mason Public Schools will provide a variety of curriculum materials, resources, and technology tools to accommodate diverse learning styles.

### **Assessments:**

Mason Public Schools has implemented a comprehensive assessment system which includes summative, formative, screener and classroom assessments.

- **Summative:** M-STEP, NAEP (if selected) – Core Subjects
- **Formative:** Wonders Assessments & MLPP (Literacy); Chapter/ Unit GoMath! Assessments
- **Screener/Progress Monitoring:** AIMSweb (Math & Literacy)

**Language Arts:** All areas of language are interrelated and each depends on proficiency in the others in order to master the art of communication.

- **Reading & Writing:** Common Core State Standards establish guidelines for English Language Arts (ELA) as well as for literacy in history/social studies, science, and technical subjects. Students must learn to read, write, speak, listen, and use language effectively in a variety of content areas. The standards promote the literacy skills and concepts required for college and career readiness across multiple disciplines.

**Math:** The math program of the Mason Public Schools emphasizes the understanding of mathematical processes through the development of logical, spatial, and computational reasoning skills. By working with manipulatives (concrete objects), students learn math facts, graphing, estimation, problem solving, etc., through actual experience.

**Social Studies:** The elementary social studies program develops an awareness of an individual's place as part of a group and community. Similarities and differences of people, the places they live, and the rules they follow are presented and discussed. The early grades focus on the people and places closest to the child, while the upper grades emphasize Michigan, along with our country and its history and geography. Current events are also covered in a variety of ways in our classrooms.

**Science:** The science program consists of units of instruction and laboratory kits for each grade level. It attempts to develop the problem solving and application skills of our

students through process-oriented activities (experiments, demonstrations) while maintaining sufficient content information for students as well.

**Technology Integration:** Technology is integrated throughout the curriculum. Teachers utilize Smart Boards, Chromebooks, tablets and/or the Computer Lab on a daily basis to enhance learning. Specific technology concepts covered include: desktop publishing, graphics, spreadsheets, multimedia operating systems and word processing. Beginning in 3<sup>rd</sup> Grade, keyboarding skills are taught.

**Art Instruction:** Instruction is provided by an art specialist once a week. A variety of additional art experiences are available to students throughout their elementary school years.

**Music and Physical Education:** Instruction is provided for students weekly. These programs are taught by certified personnel. Music instruction is augmented by second and fifth grade musical productions.

**Michigan Model for Comprehensive School Health Education:** (K-8) The Michigan Model is a comprehensive school health education curriculum dealing with the following content areas:

Citizenship	Substance Use and Abuse
Nutrition Education	Growth and Development
Family Health	Personal Health Practices
Consumer Health	Emotional and Mental Health
Community Health	Disease Prevention and Control
Safety and First Aid	AIDS Education

**Reproductive Health:** Instruction is provided to fifth grade boys and girls during separate sessions. Students are provided with information concerning the development of their bodies. The videos *Growing Up for Boys* and *Growing Up for Girls* are used for instruction. Parents are invited to preview these materials prior to instruction. Parents may choose to have their student opt-out of this instruction by notifying the building principal.

**World Language:** Students in grades 3-5 will receive weekly instruction in a foreign language provided by certified personnel.

**Extended Learning Opportunities:** Mason Public Schools recognizes that all students have different gifts and talents. For those students who demonstrate academic talent, we attempt to provide activities which will challenge them at their instructional level, provide opportunity for a compacted and accelerated curriculum, in-depth exploration of topic and interaction with students of similar interests and abilities. There are many additional opportunities for students who need or desire challenge.

Additional opportunities for students are listed on the gifted and talented and student enrichment website.

For further information, contact *the district curriculum office at 676-6490, or the principal.*

**Instructional Program Prohibitions:** 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 written consent from a parent/guardian.

**Inspection of Instructional Material:** Parents and/or guardians have the right to inspect any instructional materials used in the curriculum, including teacher's manuals, videos or other supplementary materials. If you desire to inspect such materials, please notify the building principal at least three business days prior to the requested inspection date.

## **OTHER INFORMATION**

For a more complete description of Board Policies, refer to the district webpage:  
[www.masonk12.net](http://www.masonk12.net)

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

See Board Policy: 8330 - **STUDENT RECORDS**  
[\(http://www.neola.com/masonpublic-mi/\)](http://www.neola.com/masonpublic-mi/)

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board

to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found <http://masonk12.net>.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Director of Human Resources. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her; or  
Parents income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

***The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:***

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

***Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:***

[FERPA@ED.Gov](mailto:FERPA@ED.Gov);and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

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

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

See Board Policy [5611](#) - Due Process Rights  
<http://www.neola.com/masonpublic-mi/>

## **DRESS CODE**

### **Dress and Grooming:**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following are considered inappropriate and/or a distraction to instruction:

- Shirts/clothing that displays alcohol, drugs, tobacco, sexual references, profanity, violence or organizations promoting any of these

- Clothing that is too revealing or exposes undergarments
- Bare feet
- Hats in the classrooms/hallways

**Gym:** All students must have tennis or other soft-soled shoes. No other special clothing is necessary.

**Inclement Weather (Recess):** Outside play is an important part of each day. Every child is expected to participate and should come dressed appropriately. Only rain or extreme cold (0° temperature or 10° windchill) will cause us to restrict outdoor play. Therefore, it is necessary for all children to arrive dressed for the weather.

**Outerwear:** A jacket or sweater should generally be available. On cold days, children will need a hat, gloves, and warm coat. If it is snowy on the playground, they will need snow pants to enjoy the fun! If you are unable to provide warm winter clothing, please call the principal for assistance.

**Boots:** During much of the school year, our playground conditions dictate that children will need to wear boots to school. The playground can become very wet and muddy, yet we may require that the children go outdoors for recesses. Please send them prepared for our playground conditions. We want them to have fun, dry feet, clean shoes, and a clean classroom. If it is snowy, they will not be allowed to run and play off the blacktop without boots.

**Shoes:** During cold, damp, wet weather, the tendency for many children is to walk around without their shoes. Because of weather conditions, plus cold damp floors and hallways, it is our belief that all children should wear some kind of shoes (or boots) at all times. This makes good sense for hygiene and health reasons. Encourage children to bring an **extra** pair of dry socks to school.

## **EDUCATIONAL SERVICES FOR HOMELESS STUDENTS**

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 parents or guardians are 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 his/her 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 South Cedar St.  
Mason, MI 48854  
(517) 676-2484

### **EMERGENCY TELEPHONE NUMBERS**

Please inform the office if you change your **emergency phone number**. It is essential that we have an adult to contact in case you are not home.

### **SCHOOL CLOSINGS**

The district currently uses an Instant Alert System, which will send messages to email, and/or primary phones or cell phones depending on the severity of the specific emergency. The 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 local television/radio stations. When school is closed for inclement weather, decisions regarding all school events will be made by the administration.

### **ACCEPTABLE USE OF TECHNOLOGY**

All students will use the district's information technology in accordance with the rights and responsibilities stated in the Acceptable Use Agreement for Information Technology. All students and parents are required to sign this agreement as a prerequisite to student use. *Please see complete Agreement at the end of the handbook.*

## **FAMILY ACCESS – LUNCH ACCOUNTS**

You may check your family's account balance via the Internet by signing up for the district's Family Access Program. To obtain your Login ID and password, please call our Information Technology Department at 676-6516. If you already have your Login ID and password, you may login to the Family Access Website by using the following link: <http://family.masonk12.net>

## **FIELD TRIPS**

Teachers are encouraged to take field trips which extend and enhance the classroom curriculum. All student trips are in school owned vehicles. Field trips must be approved by the principal, and teachers are responsible for informing parents of such trips. Teachers will send notes home with specific information before each field trip, which will include a field trip permission form specific to each trip.

A limited number of parent/guardian chaperones will be very helpful on these outings. All chaperones must complete an *Authorization for Background Investigation form* and be approved by the School District prior to the field trip. To maximize student supervision and safety, children who are not members of the class will not be allowed to attend.

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

- Attendance rules apply to all field trips.

## **FOOD SERVICE**

Mason Public Schools provides children with nutritious meals for breakfast and lunch. The lunch program allows children to purchase a Type A hot lunch that meets government standards for one-third the vitamins and other nutrition needed by children each day.

Alternatively, students may bring a lunch from home and purchase milk. Costs are determined at the beginning of the school year.

**Breakfast:** A nutritious cold breakfast is available to students each morning at qualifying schools. Contact your child's building with questions regarding availability of the breakfast program.

**Lunch:** All lunches are ordered in the morning. Hot lunch students are expected to order *and purchase* one of the two selections indicated on the lunch menu.

**Payment Options:** The following options are available:

**Pre-Pay:** Families are encouraged to pre-pay student lunches by sending the money in an envelope clearly marked with the child's name and amount included. This money should be sent to the school cashier/office. You may check your family's account balance via the Internet by signing up for the district's Family

Access Program (see Family Access-Lunch Accounts). Payments may also be mailed directly to our food service department at:

**Mason High School  
Food Service Department  
1001 Barnes St.  
Mason, Michigan 48854**

**e~Funds for Schools:** Parents and guardians can enjoy the convenience of making their child's meals account payments either online or via a telephone through our program, **e~Funds for Schools**. Payments can be made by an electronic withdrawal from your checking account, savings account or debit card, or charged to your credit card. You choose! e~Funds for Schools is secure and so easy to use, and charges only a small fee for processing your payments. Payments made from a checking or savings account will incur a fee of \$1.00 per transaction. Payments made using a debit or credit card will incur a fee of \$1.00 per transaction plus 1.99% of the amount paid. If you have any questions regarding setting this account up, please contact our IT Department at 517-676-6516.

**Free/Reduced:** Information regarding free and/or reduced lunches is sent home at the beginning of each year. This information is also available throughout the school year in the school office.

**Lunchroom Rules:** See "Code of Conduct."

**Supervision:** Lunchroom supervision is the responsibility of noon aides. Children are expected to show them the same respect they would show any other adult working in the school. Noon aides also supervise the children during the noon recess.

## **HOMEWORK**

Homework is an extension of the classroom and can be very instrumental in reinforcing the instruction that takes place at school. Students may enjoy applying newly gained knowledge in self-initiated projects. All children should be encouraged to read at home. Some students may need to finish uncompleted assignments. There will be times when students need to review information for evaluation purposes. Please try to provide a quiet spot for these activities. Providing resources for research at home is encouraged, but a trip to the library is also helpful. If you are unclear about the nature of work to be done at home, or the amount of time that should be spent, please do not hesitate to contact the teacher. Each classroom has its own policies.

## **LIBRARY USE**

All elementary students have a scheduled library time once a week. The classroom teacher will notify caregivers of their library day. Procedures for book care, checking out, and returning books will be reviewed at the beginning of each year. If a book is lost or damaged, a letter informing caregivers of replacement costs will be emailed. Books not returned within 90 days after the due date will be marked lost, and a fine will be assessed.

Book checkout may be limited, pending communication between the Library Media Specialist and the caregiver(s). There are no fines for late books, only those lost or damaged. Notices will be emailed periodically as a reminder about late books.

**Donating Books:** Many caregivers wish to donate a book to the library to celebrate their student's birthday or another special occasion. It is an excellent way to add to our collection and encourages a love of reading and sharing books. The library has a list of books meeting our collection guidelines, that you or your student may purchase online or from a local bookstore. A special bookplate with the donor's name and year of donation will be placed inside of the front cover.

## **LOST AND FOUND**

See "Personal Property." Items which are found and turned into the office will be put in a "Lost and Found Area" or stored by the secretary if the item is of a small or extremely valuable nature.

## **MEDICAL PROCEDURES**

### **Injury and Illness:**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Homebound Instruction:**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building administrator. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

**Use of Medications:**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H. Summary: The medication request and physician signed authorization form must be filed before a student will be allowed to take any medication during school hours. The Parent or guardian request/permission and a physicians' instructions for administration (Form 5330) shall be renewed every year. No changes to medication dosage or time of administration will be made except by instruction from a physician. Please contact the school office for Form 5330.

### **Asthma Inhalers and Epi-pens:**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Nonprescribed (Over-the-Counter) Medications:**

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**Health Alert:** Please inform the teacher and the office if your child has any illnesses that we should be alerted to. Example: Allergies including bee sting, diabetes, history of epilepsy, severe headaches.

**Accident Care:** Students, teachers, and supervisors are asked to report all school and playground accidents to the office. When necessary, an accident report is filled out. Any time a child is referred to the office for a bump to the head, the standard precautionary measure is to inform the parent. Please do not be alarmed if you are contacted for this purpose; it is a "just in case" situation. Minor injuries such as scraped knees and cuts will be handled by our caring and capable office staff. If an accident requires professional medical attention, the parent will be called at home or place of employment and asked to pick up the child at school. In rare instances a child must be transported to the hospital by ambulance. School personnel will accompany the child until a parent arrives at the hospital.

**Head Lice:** Head lice is a common condition that can be transmitted where any group regularly assembles, especially among children whose hats and jackets hang closely together. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your child's head frequently.

Look around the ears and back of the neck. Be sure you have good light or stand near window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. Dandruff or scalp flakes move very

easily, nits do not. If there are lice, notify the school and start treatment immediately. *A child may not return to school until he/she has been checked by school personnel and is nit free.*

**Keeping Ill Children Home:** One of the problems often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. How do you make the right decision? You do not want to keep him/her home if he/she really is not sick, but you also do not want to send a sick child to school. Your child should be kept at home if any of the following conditions are present: *diarrhea or vomiting, heavy cold and hacking cough, fever, white spots in throat, rash, stomachache which is persistent or severe enough to limit activity, infectious diseases. Your child can return after being free of these symptoms for twenty-four (24) hours.*

**Infectious Diseases:** The following is a chart of the most common infectious diseases. Any child who has one of these diseases should stay home until the communicable stage has passed. This will help prevent the spread of the disease.

Parents should ask their doctor for information regarding the communicable period of other contagious diseases not listed.

<u>Disease</u>	<u>Incubation Period</u>	<u>Communicable Period</u>
Bronchitis	1-3 days	1 week before or 48 hours after treatment
Strep Throat	2-5 days	1 week before or 48 hours 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 (Rubeola-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 and



Scabies	4-6 weeks	Drainage from eye has cleared Until under treatment.
Scarlet Fever	1-3 days	Approximately 24 hours after Doctor's treatment with antibiotics

### **Immunizations:**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building principal.

**Vision and Hearing:** Michigan law requires that children entering kindergarten have vision and hearing screening tests upon school entrance. Additional tests are provided at designated grade levels during the school year.

**Student Insurance:** Accident insurance and dental insurance are offered through Guarantee Trust Life Insurance Company. There are two very reasonably priced plans - school time coverage plus dental accident option. Information is sent home in the fall or when a new student registers.

## **PARENT INVOLVEMENT**

See Board Policy 2112 - PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

<http://www.neola.com/masonpublic-mi/search/ag/ag2112.htm>

## **PARKING**

Parking on school property is allowed only in designated areas. Please do not park in the area reserved for buses during the following times:

- 8:15 am – 9:00 am
- 3:00 pm – 4:15 pm

Driving and parking on playgrounds and school lawns is not permitted. Children playing in these areas are often not visible to oncoming vehicles.

## **PARTIES AND CELEBRATIONS**

Several school-wide parties are organized by PTO room parents or the classroom teacher, throughout the school year: Halloween, Winter Holiday Celebrations, and Valentine's Day. End-of-the-year parties, and picnics are organized at the discretion of individual teachers.

Surprise parties are discouraged and may only take place with the permission of the principal. Each teacher will determine his or her policy for birthday treats. Please contact your child's teacher if planning a treat.

## **PERSONAL PROPERTY**

**Student Valuables:** Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

**Cash:** Please do not send your child to school with large amounts of money. For pre-paying lunch, checks payable to Mason Public Schools, Family Services, or exact change is preferable. *For book clubs, please make checks payable to the specific club.*

**Clothing:** All student outerwear such as coats, hats, boots and gloves should be labeled with the student's name. Hundreds of dollars worth of unlabeled clothing go unclaimed each year.

**Electronic Equipment:** CD players, Gameboys, iPods, Kindles, e-Readers and other electronics or battery powered entertainment equipment are not permitted in school, without prior approval by the classroom teacher.

**Other Toys and Valuables:** Personal items brought to school for educational purposes such as sharing time or special projects are to be kept in the classroom and will not be allowed on the playground or in the cafeteria.

**Cell Phones:** A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

**Care of Property:** 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 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 parents 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 according to the Student Discipline Code.

**PETS**

Due to health and safety concerns, students are not permitted to bring pets to school for classroom visitation.

**RECESS**

Fresh air and exercise have proven to aid in the physical and educational growth of students.

**Participation:** Children are required to go outside for recess. *A doctor's statement is required for a child to be excused from outdoor recess.*

**Clothing:** It is very important that children wear appropriate clothes to participate in recess. The clothing most often lacking includes hats, heavy coats, boots, and gloves or mittens. If you are unable to provide warm clothing, please contact the principal for assistance.

**Playground Rules:** See "Code of Conduct."

**Indoor Recess:** During rain or severe cold (0° temperature or 10° windchill), students will remain indoors for recess. Each teacher has expectations for this situation. Students will be able to visit quietly, play quiet games, read or catch up on work.

**RELIGIOUS INSTRUCTION CLASSES**

In accordance with Michigan school law, the Mason Public Schools permit students to attend off-premises religious instruction classes for up to two hours per week. Parents are required to annually provide the school with advance written requests for such release. The request must specify the place where instruction will be given and the amount of weekly release time. Solicitation for attendance at religious classes is not permitted on public school premises.

**SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Mason Public Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

***No non-district-sponsored organization may use the name of the school or school mascot.***

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **SAFETY AND DRILLS**

All emergency procedures (fire, tornado, cardiac response, and lockdown and crisis) are outlined in the school safety plan that is available in the school office and practiced throughout the year.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of fire alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of verbal signal.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of verbal signal.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **SCHEDULE**

#### **Grades Kindergarten - 5**

- **First Bell – 8:35 am**
- **Tardy Bell – 8:40 am**
- **Dismissal Bell – 3:50 pm**
- **Half Day Dismissal Bell – 12:07 pm**

### **STUDENT ENROLLMENT**

All parents are required to complete a Mason Public Schools' enrollment packet before a student is officially enrolled. Classroom teachers and Transportation Department need 24 hours notice before a child can begin school.

### **SUPPORT PROGRAMS/PERSONNEL**

The Mason Public Schools offers many services to help children with special needs. Some of these are supplemented by resources from the Ingham Intermediate School District, State of Michigan or Federal Programs. The following programs are included:

- Academic Enrichment
- Title 1 and Section 31a Program
  - Reading Coach
  - Interventionist
- Special Education Programs/Services
  - Cognitively Impaired (CI)
  - Diagnostic/Psychologist

- Early Childhood Special Education (ECSC)
  - Emotionally Impaired (EI)
  - Hearing Consultant
  - Homebound
  - Occupational Therapy (OT)
  - Physical Therapy (PT)
  - Resource Program (LD)
  - Social Work
  - Speech/Language Therapy
- Additional Programs
    - Ready-Set-Go! Preschool – Michigan Readiness
    - Family Services Programs – Kids’ Clubhouse, Preschool

### **TELEPHONE USE BY STUDENTS**

Requests by pupils to use a school telephone will be limited to *very important calls*. This careful screening may result in denial of phone use. Please do not ask the office to deliver phone messages to students unless it is an emergency.

### **TEXTBOOKS**

Textbooks and workbooks are supplied by the school district without a service fee to the parents. Children are held responsible for the condition of all textbooks checked out to them. Normal wear and tear will carry no assessment, but *loss and damage beyond repair or abuse beyond normal will be assessed*.

### **TRANSPORTATION**

Transportation is an important part of each child's daily routine, as it begins and ends the school day. Our transportation department makes every effort to make it a positive one. The following guidelines have been developed for this purpose.

**Bus Routes:** Our buses travel a total of 475,000 miles per year and transport approximately 2,000 students. Drivers attend classes each year to update them on safety and help them meet the challenges they may incur. Get to know your bus driver. This will reinforce a positive relationship between him or her and your child.

**Changes in Schedule:** Bus routes are established based on residence and/or childcare. Changes to pick-up or drop-off during the year are difficult to accommodate. Requests for permanent changes must be made in advance and in writing to the Transportation Department. Parents/guardians are asked to identify not more than two addresses for the pick-up and drop-off of their children.

- Parent/guardian must provide a schedule in writing to the transportation department and the child’s school. Parent/guardians must sign the schedule.

- Routes will be written to reflect schedules.
- Daily, weekly, or monthly changes to a student's pick-up or drop-off point will not be allowed. If a student needs to be transported somewhere other than where indicated by the schedule, the parent/guardian is responsible for providing transportation.

**Permission to Ride a Different Bus:** No child is allowed to ride a bus other than the normally assigned bus without written permission from parents or guardians. Permission notes should be brought to the school office for approval, shown to the teacher, and given to the bus driver when the child boards the bus.

Requests to transport groups of students for social activities such as birthday parties is discouraged. *Parents must contact the transportation department 48 hours in advance to obtain approval for groups of children to ride the bus to their home.* This is necessary to avoid overloaded buses.

**Parent Transportation:** Parents who transport students on a regular basis must notify the office in writing that district transportation will not be utilized. Students are not allowed to walk to the parking area to meet a parent/guardian. An adult must come into the building to meet the student.

Parents picking up students are asked to wait near the office or lobby area. Waiting outside classrooms causes distractions to the students. The teachers will dismiss students when the bell rings.

**Bus Rules:** See "Code of Conduct."

**Bus Concerns:** For further information or clarification of routes, etc., please call the **Supervisor of Transportation at 676-6496.**

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

All doors to the exterior are locked during the school day.

## **ACCEPTABLE USE AGREEMENT FOR INFORMATION TECHNOLOGY for GRADES K - 5**

### **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 networked 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 or files belonging to another person unless authorized by that person.

2. Passwords

Users shall not seek passwords or use passwords belonging to another person.

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 disks 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 of publisher.
  - B. Users shall not copy documents nor files without permission of author.
  - C. Users shall cite references for all data accessed via computing system or networks.
  - D. Users shall not install copyrighted software on district computers.
  - E. Users shall adhere to all copyright regulations of the Mason Public School District and Merit Network.
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.

**MASON PUBLIC SCHOOLS**  
**Parent-Student Handbook Agreement**

*We have read, understand, and will adhere to the contents of the Mason Public Schools Elementary Parent-Student Handbook, including the Acceptable Use Agreement for Information Technology Policy of the Mason Public School District.*

\_\_\_\_\_  
**Student Name** *(please print)*

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**