

# MASON HIGH SCHOOL

2024-2025



Student / Parent Handbook

### **Skyward Family Access**

We strongly encourage all parents to regularly check their student's attendance, grades, schedule, etc. To create your login and password please call the Information and Technology Services' office at (517) 676-6516.

Once you have a login and password you can access this information by visiting [www.masonk12.net](http://www.masonk12.net) and then clicking on "Parent and Student Access."

### **ADMINISTRATIVE RIGHT TO IMPLEMENT NEW RULES AND REGULATIONS**

The administration of Mason High School reserves the right to establish rules and regulations which are not stated in this handbook but which are necessary and proper for carrying out the educational programs of the school. In addition, the administration may amend or change current rules and regulations stated in this handbook. When, in the judgment of the administration, a student's behavior adversely influences others or interferes with the educational process, the student will be subject to disciplinary action.



# Mason High School

## *Daily Time Schedule*

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**1<sup>st</sup> Period** 7:40 – 8:54 a.m.

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**2<sup>nd</sup> Period** 8:59 – 10:13 a.m.

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*1<sup>st</sup> Lunch* 10:13 – 10:43 a.m.

*Class* 10:48 – 12:02 p.m.

**3<sup>rd</sup>**

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*Class* 10:18 – 10:53 a.m.

**P**

*2<sup>nd</sup> Lunch* 10:53 – 11:23 a.m.

**E**

*Class* 11:27 – 12:02 p.m.

**R**

**I**

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*Class* 10:18 – 11:32 a.m.

**O**

**D**

*3<sup>rd</sup> Lunch* 11:32 – 12:02 p.m.

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**4<sup>th</sup> Period** 12:07 – 1:21 p.m.

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**5<sup>th</sup> Period** 1:26 – 2:40 p.m.

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# Mason High School Delayed Start Schedule

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|                              |                  |
|------------------------------|------------------|
| <b>1<sup>ST</sup> Period</b> | 8:40 – 9:30 a.m. |
|------------------------------|------------------|

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|                              |                   |
|------------------------------|-------------------|
| <b>2<sup>nd</sup> Period</b> | 9:35 – 10:25 a.m. |
|------------------------------|-------------------|

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|  |   |
|--|---|
|  | <b><i>1<sup>st</sup> Lunch</i></b> 10:25 – 10:55 a.m. |
|  | <b><i>Class</i></b> 11:00 – 12:05 p.m.                |

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|                       |  |
|-----------------------|--|
| <b>3<sup>rd</sup></b> | <b><i>Class</i></b> 10:30 – 11:00 a.m. |
|-----------------------|--|

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|          |   |
|----------|---|
| <b>P</b> | <b><i>2<sup>nd</sup> Lunch</i></b> 11:00 – 11:30 a.m. |
| <b>E</b> |   |
| <b>R</b> | <b><i>Class</i></b> 11:34 – 12:05 p.m.                |
| <b>I</b> |   |
| <b>O</b> | <b><i>Class</i></b> 10:30 – 11:35 a.m.                |
| <b>D</b> | <b><i>3<sup>rd</sup> Lunch</i></b> 11:35 – 12:05 p.m. |

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|                 |                    |
|-----------------|--------------------|
| <b>TIES/WIN</b> | 12:10 – 12:50 p.m. |
|-----------------|--------------------|

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|                              |                   |
|------------------------------|-------------------|
| <b>4<sup>th</sup> Period</b> | 12:55 – 1:45 p.m. |
|------------------------------|-------------------|

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|                              |                  |
|------------------------------|------------------|
| <b>5<sup>th</sup> Period</b> | 1:50 – 2:40 p.m. |
|------------------------------|------------------|

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**Mason Public Schools  
MISSION STATEMENT**

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

**Mason High School  
MISSION STATEMENT**

The mission of Mason High School is **to inspire** students to achieve academic excellence, **to empower** students to acquire and develop their leadership skills, and **to succeed** within a school culture where all students are valued and respected.

**MASON HIGH SCHOOL  
1001 S. Barnes Street  
Mason, Michigan 48854  
[www.masonk12.net](http://www.masonk12.net)**

**, Principal  
(517) 676-6487 – [@masonk12.net](mailto:@masonk12.net)**

**Mr. Nicholas Toodzio, Assistant Principal  
(517) 676-9055 – [toodzion@masonk12.net](mailto:toodzion@masonk12.net)**

**Mrs. Tara Becker-Utess, Assistant Principal  
(517) 676-9055 – [beckert@masonk12.net](mailto:beckert@masonk12.net)**

**Mr. Connor Thomas, Athletic Director  
(517) 676-6535 – [thomasc@masonk12.net](mailto:thomasc@masonk12.net)**

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## **I. CONTACT INFORMATION**

### **Mason High School**

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| Athletic Office.....                                | 676-6535 |
| Attendance/Assistant Principals.....                | 676-9055 |
| Community Education & Aquatics Office .....         | 244-6416 |
| Counseling Office.....                              | 676-6519 |
| Principal's Office.....                             | 676-6487 |
| Registrar (New student enrollment/transcripts)..... | 676-6519 |

### **Additional District Numbers**

|   |          |
|---|----------|
| Alaiedon Elementary.....                | 676-6501 |
| Child Development Services Office ..... | 676-6528 |
| Food Services.....                      | 676-6529 |
| Mason Middle School.....                | 676-6514 |
| North Aurelius Elementary .....         | 676-6509 |
| Special Education Office.....           | 676-6532 |
| Steele Elementary.....                  | 676-6510 |
| Superintendent's Office.....            | 676-2484 |
| Transportation Office.....              | 676-6496 |

### **Board of Education Members and Email Addresses**

Kurt Creamer

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

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## **Foreword**

This 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 a teacher or a building administrator.

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 August 1, 2022. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022 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 2022. If you have questions or would like more information about a specific issue or document, contact a high school administrator or access the document on the District's website: <a href="http://www.masonk12.net">http://www.masonk12.net</a> . |
|--------------|--|

## **Nondiscrimination Policy**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), 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.

## **Equal Education Opportunity**

It is the policy of the Board of Education to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Rick Brooks  
Human Resources Director  
(517) 676-2484  
[brooksr@masonk12.net](mailto: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.

## II. GENERAL INFORMATION

### 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. A staff member 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 counseling office regarding procedures for such instruction. Applications must be approved by the administration. 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.

### 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. The registrar 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 or designee shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent or designee determines to be relevant.

### **Scheduling and Assignment**

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

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **Transfer out of the District**

Parents must notify the registrar about plans to transfer their child to another school. If a student plans to transfer from Mason High School, the parent must notify the registrar. 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 the registrar for specific details.

School officials, when transferring student records, are required to transmit attendance and 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.

### **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 administration 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 administration.

### **Use of Medications**

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

- parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- the Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- all medications must be registered with the registrar's office.
- medication that is brought to the office will be properly secured.
- 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.
- 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.
- 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.
- 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.

### **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 school staff and updated annually.

### **Non-Prescribed (Over-The-Counter) Medications**

If a student is found using or possessing a non-prescribed 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.

**NOTE: If you do not have the approved form or distribute any medication, an automatic Level 3 offense will be imposed.**

### **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 Non-Casual Contact Communicable Diseases**

In the case of non-casual 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.

Non-casual-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.

Non-casual 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.

### **Infectious Diseases**

Any child who has an infectious disease such as those listed below should stay home until the communicable stage of the disease has passed. This will help prevent the spread of the disease. Parents should ask their doctors for information regarding the communicable period of other contagious diseases not listed below. \*\*\* Covid-19 Protocols are updated with recommendations from the Ingham County Health Department.

| <b>Disease</b>                | <b>Incubation Period</b>                 | <b>Communicable Period</b>                                  |
|-------------------------------|--|---|
| 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)       | Immediate contact                        | Throughout infection and until nits and lice are removed    |
| Impetigo                      | 4-10 days                                | Until on treatment for 24 hours or until all scabs are dry  |
| Influenza                     | 1-3 days                                 | Probably 3 days from onset                                  |
| Measles (Rubella-Red Measles) | 10 days or longer, if modified with rash | Beginning of fever to 4 days after immune globulin          |
| Mumps                         | 12-26 days (usually 18)                  | Most contagious 48 hours before swelling and 9 days after   |
| Pink Eye                      | 1-3 days                                 | Until under medical care and drainage from eye has cleared  |
| Scabies                       | 4-6 weeks                                | Until under treatment                                       |
| Scarlet Fever                 | 1-3 days                                 | Approximately 24 hours after Dr. treatment with antibiotics |

Source: Ingham County Health Department

### **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 (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 the Curriculum Director at (517) 676-2484 to inquire about evaluation procedures and programs offered by the District.

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

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.*

*Parents have the right to inspect, upon request, curriculum materials. The parent will have access to the curriculum materials within a reasonable period of time after the request is received by the building principal. See [Board of Education Policy #2416](#) for more information.*

*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.

### **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.

## **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.

## **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 immediately reported to the administration. 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.

Students may not bring visitors to school without prior written permission from the administration.

## **Field Trips**

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.

## **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 administration.

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.

In order to insure whether or not materials they wish to display meet school guidelines, students must present them to the administration twenty-four (24) hours prior to display.

### **Backpacks, Bookbags, and Purses**

Backpacks, book bags, purses and other similar items may be allowed in classrooms at each individual teacher's discretion. However, if these items are allowed in the classroom, they must be stored in an area designated by the teacher.

### **Care and Use of the Building, Equipment, Facilities and Grounds**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the administration to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

This school is one in which we can all take pride. Maintaining a clean and attractive building requires daily work from each of us. Each person who uses the building or outside areas, has the responsibility of caring for these areas:

- Littering or marking on surfaces is inappropriate at any time.
- Glass containers are not acceptable on school property.
- Posters/Flyers must have administrative approval prior to being displayed.
- The school is available during after school hours when an activity has been approved and is being supervised by authorized personnel.

### **Change of Address**

If there is any change in a student's name, home address, or mailing address, please notify the registrar immediately at 676-6519. Any changes in telephone number, email address or emergency contact information should be entered by the parent in parent/student access. Please make sure you keep your information updated and accurate so that we can ensure appropriate communication with parents/guardians.

### **Driving and Parking**

Driving to school and parking on school property is a privilege extended only to those students who satisfactorily follow driving and parking regulations established for the safety of all students.

Students who wish to drive to school and park vehicles must have a parking permit. Permits can be obtained from the front office. There is a fee of \$25.00 for each parking permit obtained. A \$10.00 discount will be offered to students who purchase their parking permits prior to October 1<sup>st</sup>. The discount will also be offered to students who can demonstrate that they are a new driver later in the year. Students who plan to regularly drive multiple cars must register all vehicles and ensure that the parking permit is visible in the car they are driving on campus. Parking permits must be visible and hung on the rear view mirror of the vehicle. Parking permits remain the property of Mason High School and must be surrendered upon request. Parked vehicles must be locked. The school assumes no liability for loss or damage.

Students in regular programs who arrive on time to school must park in the south parking lot and enter through the doors on the south side of the building. Morning career center students, and other off-campus students who arrive during the school day, will need to park in the west parking lot (in front of the building) in the northernmost three rows which are designated with white lines. They will need to register their vehicle in the main office. Other students arriving after 8:00 a.m. must register in the main office to park in the west lot upon their arrival to school.

NOTE: Mason Public Schools reserves the right to search any vehicle brought onto school property in the interest of the health and safety of others.

## **Emergency Procedures**

During the event of an emergency situation or drill, students are expected to comply with all directives of school personnel. Students are not permitted to leave without direct permission from an administrator or their designee during an emergency or drill. Cell phone use during emergency drills is strictly prohibited. Failure to comply with the directives of school personnel during an emergency or drill will be considered insubordination.

### **Fire Drills**

If a fire drill is conducted, an alarm will sound signaling that all persons are to evacuate the building. Students will follow the directions given by their teacher(s) as everyone exits the building. When the fire drill has been completed and the entire building has been evacuated, an announcement will be made for everyone to return to the building. Any student who intentionally pulls a fire alarm will be subject to disciplinary action.

### **Tornado Warnings**

If a tornado warning is given, all persons will be instructed to move to designated areas of the building until an "all-clear" is given. When a tornado warning is in effect, students will not be dismissed from school. Parents should not come to the school to pick up their child. Students will not be released until the warning has been lifted.

### **Bomb Threat or Threat of Violence (including false threats)**

If a bomb threat is received at the high school, State of Michigan emergency protocols will be followed. Students will be expected to stay with appropriate staff members while the inspection of the building is being completed. Students leaving school grounds will be subject to disciplinary action. **Any student guilty of making a bomb threat or threat of violence to any Mason Public School building will be recommended for expulsion and subject to prosecution.**

### **Lock Down/Shelter in Place**

In certain circumstances it may be necessary to lock down the high school or limit movement about or to or from the building by sheltering in place. In the event of a lockdown or shelter in place, teachers are to follow specific directions, lock classroom doors, and keep all students in the classroom until further notice. Parents should not come to the school to pick up their child, as students will not be released until the emergency has been cleared by authorities. Students may be reunited with their parents at a remote location. Our first priority is to ensure the safety and well-being of our students and staff. While we understand your desire to reach your children, we ask that you contact Mason Public Schools' Administration Office, 676-2484 for more information.

## **Forms and Documentation Requests**

Parents and students who request forms such as transcripts, work permits, social security forms, Friend of the Court documents, and insurance forms should allow 1-2 weeks for processing.

## **Gym Locks**

The use of gym locks is strongly encouraged during gym class and by athletic team members. The school **does not provide locks** and is not liable for items stolen from lockers. Any valuables (money, jewelry, etc.) should be given to your Physical Education teacher at the beginning of the hour for safekeeping.

## **Hallways**

In order to maintain a safe and orderly atmosphere in the hallways, students are not allowed to sit on the floors before school and during passing times. Your help in this matter will ensure that our building is accessible to all individuals, including those who may need services such as wheelchairs, crutches, etc. to get to and from classes.

## **Library Media Center**

The Mason High School Library Media Center (LMC) is an automated center for learning. While in the LMC, students may read, study, choose books for research and leisure reading, and use computers. The LMC is open Monday through Friday, 7:30 a.m. to 3:00 p.m. Any changes in the LMC hours will be posted on a calendar located outside of the LMC. Students must obtain a pass from their teacher or from the librarian to come to the LMC during class periods or during lunch periods. Passes may be obtained before school, between classes, or after school in the LMC.

## **Lockers**

Lockers are the property of Mason High School. Each student is assigned the use of a locker for their high school career. Combinations and lockers are not to be shared with anyone. Lockers are to be kept locked at all times (do not preset the combination). The school assumes no responsibility for items stolen from lockers. Lockers are subject to search. Items that are against school code or disruptive may be confiscated. Lockers are to be kept clean and sanitary. No chewed gum is to be stuck in or on lockers. Food and wet clothes need to be removed at the end of each day. NO writing in lockers. Students may use a removable liner. Lockers are to be cleaned out before each summer break. Items left over the summer are subject for disposal. Prior to graduation, lockers will be inspected. Stickers, gum graffiti or excessive waste or damage will be assessed a \$50 fee.

### **Lost and Found**

At the end of each trimester, unclaimed items will be donated to a charity. Lost, found, and abandoned items may be searched thoroughly for the safety and security of students, staff, and property.

### **Media Consent**

At the start of the school year all parents will receive information regarding the use of their child's names and pictures in school and district publications, videos, and the annual yearbook. It is the parent's responsibility to fill out and return the appropriate form to indicate that they consent or do not consent to the use of their child's name and picture.

### **Military Recruiters**

Schools are required to release students' names, addresses, and phone numbers to military recruiters and institutions of higher education if requested. **If you do not want your student's information released, you must send written notification to Mason High School, Attention: Principal, 1001 South Barnes Street, Mason, Michigan, 48854.**

### **Parent/Teacher/Student Conferences**

Parent/teacher/student conferences provide a perfect opportunity for Mason's faculty and parents to meet and discuss each student's educational status. Conferences are scheduled in the fall, winter, and spring. Students and parents should also note that teacher conferences can be arranged at designated times on any day throughout the school year if specific problems and/or concerns exist. If you desire to set up a conference, please contact the school to make arrangements with the teacher.

### **Police Department/School Partnership**

Mason High School maintains a cooperative relationship with law enforcement agencies. Public Act 102 requires that a law enforcement official be summoned for specific reportable offenses on or off school property that pose a significant threat to students and/or staff. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises (including school-sponsored activities and while riding a school bus), or to maintain a safe educational environment. The administration has the responsibility and authority to determine when assistance from law enforcement agencies is necessary to maintain a safe and orderly environment. The school district's administrators shall act in a manner that protects and guarantees the rights of students and parents.

### **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.

### **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.

### **Student I.D.**

All students are required to have their picture taken for the purpose of obtaining a Mason High School Student I.D. Students must present a current Mason High School Student I.D. for admission to school dances. If a student loses his/her I.D., he/she must contact the high school main office for a replacement, which will cost \$5.00. Student Identification Cards are considered the property of Mason Public schools and are to be surrendered upon request. The picture on the student I.D. must be appropriate for official documentation and recognition and must follow School Dress Code. Falsifying information or visually altering your appearance is prohibited.

## **Telephone**

The office telephone is a business phone. Student use of this phone is intended for emergencies, illness or transportation. Class time is not to be used for telephoning except in unusual instances with approval and a hall pass from a teacher. Students who exhibit excessive or improper use of the telephone may be denied access to the phone.

## **Visitors to Mason High School**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their names, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Students from other schools, graduates of Mason High School, and former students are not allowed to visit Mason High School during the regular school day. Students who are considering a transfer to Mason High School may be allowed to visit with prior administrative approval. An administrative approval form can be picked up in the main office and must be submitted by a legal guardian to the front office at least 48 hours in advance of a potential visit.

## **Work Permits**

During the school year, students may obtain a work permit from the information rack in the hallway outside the main office. Persons who are 18 years old do not need a work permit. After the student completes Part I and the employer completes Part II, the student should return the work permit to the front office. Please allow up to two days for completion of forms. During the summer, work permits may be obtained from the Administration Building.

### **Revocation of permit; factors; record of refusal, suspension, or revocation; informing minor of appeal process:**

(1) The issuing officer may revoke a permit based solely on the following factors:

(a) Poor school attendance, characterized by repeated erratic or unexcused absences, which results in consistent performance of school work at a level lower than that which preceded the minor's employment. The work permit shall be revoked only after the permit has been suspended. The suspension shall take place upon notice to the minor and the employer, and an opportunity to correct the deficiency is afforded. The suspension shall not exceed 30 days after date of notification.

(b) The minor's employment is in violation of federal or state law or of a regulation or rule promulgated under federal or state law, and the issuing officer is informed of the violation by the department of labor.

(2) The issuing officer shall keep a record of each refusal, suspension, or revocation and the reasons for the action. Upon revocation, the minor shall be informed of the appeal process and shall be given instructions as to the initiation of an appeal.

## **III. STUDENT ASSISTANCE**

### **Counseling**

**Telephone: (517) 676-6519**

**Fax: (517) 244-6412**

**Registrar: Mrs. Pfost**

Mason High School counselors are available to serve your needs in the areas of personal counseling, career guidance, post-high school educational planning, class scheduling, and financial aid information. Each student is assigned to a specific counselor based on the first letter of his or her last name.

Students whose last names begin with **A-G** have been assigned to **Mrs. Conroy**

Students whose last names begin with **H-O** have been assigned to **Mr. Saade**

Students whose last names begin with **P-Z** have been assigned to **Mrs. Oakes**

## **Crisis Intervention Team**

A team made up of trained teachers, counselors, social workers, and administrators is available when our school is affected by a traumatic event such as the death of one of our students. The team functions to provide emotional support at school and assist with out-of-school help for students of Mason High School.

## **Emergency Assistance**

### **Emergency numbers: for the following dial 911**

Mason Police Department - 676-2458      Ingham County Sheriff - 676-2431  
Mason Fire Department 224-9025      Ambulance - 676-3023

### **Emergency Services for physical or mental health crisis:**

Sparrow Hospital Emergency Room - 364-4149  
McLaren Emergency Room - 975-6000  
CMH Emergency Services (suicide risk) - 346-8008  
Child Protective Services (hotline) - 1-855-444-3911  
Gateway Division of Child and Family Crisis line (runaway or homeless teen) - 1-877-833-3689  
EVE (Domestic Violence shelter & support) - 372-5572

### **Counseling Service Agencies:**

Ingham Counseling Center - 346-8318  
Child and Family Services - 882-4000  
MSU Child and Family Clinic - 432-2272  
MSU Psychological Clinic - 355-9564  
MSU Health Team, Psychiatric Clinic (teens, young adults) - 353-3070  
Okemos Counseling Center - 349-5584  
PAR Rehabilitation Services - 887-9801

Sparrow Behavioral Health Systems - 364-7603  
Meridian Psychological Consultants – 332-0811  
Comprehensive Psychological Services – 337-2900

### **Basic Needs:**

Food assistance coordinated through one central number - 211  
Department of Human Services - 887-9400  
Capital Area Community Services - 676-1065  
MI Child & Healthy Kids (health insurance hotline) - 1-888-988-6300

### **Hotlines:**

Listening Ear (24 hour crisis line) - 337-1717  
National Suicide Prevention Lifeline - 1-800-273-8255  
OK2SAY (Michigan Student Safety hotline to report threats, bullying, criminal activities) - 1-855-565-2729

**Additional resources can be requested from Counselors and Social Workers in all school buildings.**

## **Special Education**

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| <b>Telephone (517) 676-6532</b>     | <b>FAX (517) 676-6536</b>           |
| <b>Krista Voss, Director</b>        | <b>Nicole Brier, Psychologist</b>   |
| <b>Suzette Patterson, Secretary</b> | <b>Kim Dickinson, Social Worker</b> |

The Special Education office is available to assist students and families that believe their child may have issues that require the support of special education. If you want further information about eligibility and special education services, you may contact the Special Education office.

## IV. STUDENT INFORMATION

### A. Academics

#### Academic Awards

An academic letter is awarded to any junior student who has maintained a 3.5 cumulative grade point average or higher at the conclusion of the second trimester of their junior year. Additionally, senior students who did not qualify for an academic letter as a junior will be awarded an academic letter if they maintain a 3.5 cumulative grade point average or higher at the conclusion of the second trimester of their senior year. In order to receive an academic letter a student must not be credit deficient.

A silver academic excellence pin is awarded to any senior student who has obtained their academic letter and maintained a 3.5 – 3.69 cumulative grade point average at the conclusion of the second trimester of their senior year.

A gold academic excellence pin is awarded to any senior student who has obtained their academic letter and maintained a 3.7 cumulative grade point average or higher at the conclusion of the second trimester of their senior year.

#### Wilson Talent Center (WTC)

The Wilson Talent Center is a vocational school, which trains students from Ingham County for career skill development. Students enrolled in this program would attend Mason High School for half of the school day and the WTC the other half of the day. Because the WTC programs average two years in length, our students generally attend in their junior and senior years. There is no charge for attending WTC. Students work with MHS counselors in their sophomore year to begin the decision-making process. Parents and students can access more information about the WTC at [www.inghamisd.org](http://www.inghamisd.org)

#### Dual Enrollment

Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking the PSAT, PLAN, EXPLORE, ACT, or MME. The table below shows the qualifying scores a student needs for dual enrollment:

| Assessment | Test Section                     | Minimum Dual Enrollment Qualifying Score |
|------------|----------------------------------|--|
| EXPLORE    | Math                             | 17                                       |
|            | Reading                          | 15                                       |
|            | Science                          | 20                                       |
|            | English                          | 13                                       |
| PLAN       | Math                             | 19                                       |
|            | Reading                          | 17                                       |
|            | Science                          | 21                                       |
|            | English                          | 15                                       |
| ACT        | Math                             | 22                                       |
|            | Reading                          | 22                                       |
|            | Science                          | 23                                       |
|            | English                          | 18                                       |
| COMPASS    | Math                             | 52                                       |
|            | Reading                          | 88                                       |
|            | English                          | 77                                       |
| MME        | ELA                              | 2100                                     |
|            | Math                             | 2100                                     |
|            | Science                          | 2100                                     |
|            | Social Studies                   | 2100                                     |
| PSAT 8/9   | Evidence Based Reading & Writing | 460                                      |
|            | Math                             | 510                                      |
| PSAT 10    | Evidence Based Reading & Writing | 460                                      |

|               |                                  |     |
|---------------|----------------------------------|-----|
|               | Math                             | 510 |
| PSAT/NMSQT 11 | Evidence Based Reading & Writing | 460 |
|               |                                  | 510 |
| SAT           | Evidence Based Reading & Writing | 480 |
|               | Math                             | 530 |
| ACCUPLACER    | Reading                          | TBD |
|               | Writing                          | TBD |
|               | Math                             | TBD |

3. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class. The student's high school schedule is shortened in proportion to the number of college classes in which the student is dually enrolled.
4. Students interested in dual enrollment must dual enroll for the entire school year.
5. The college course (s) selected must meet the following qualifications:
  - A 3, 4, or 5 credit college course to earn one-half credit at the high school level per trimester. A student may enroll in a 2-credit course with the permission of their counselor.
  - A course offered by an eligible postsecondary institution that is not offered by Mason Public Schools.
  - A course offered by an eligible postsecondary institution that is offered by Mason Public Schools but is determined to not be available to the student due to a scheduling conflict.
  - A course that is not a hobby, craft or recreational course.
  - A course that is in a subject area other than physical education, theology, divinity, or religious education.
6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees.
7. If a student meets all the above conditions, is approved to register at the post-secondary institution, registers for a course and then later decides to drop the course, or the college/university initiates a withdrawal for attendance or academic reasons, the student and/or parent will be responsible for reimbursing the school district for any payments made by the school district to the post-secondary institution.
8. Mason High School students may take college courses that do not meet the dual enrollment requirements. However, such courses will not be part of the student's regular high school schedule, will not count for high school credit, and will not be paid for by the Mason Public School District.

#### Process for Dual Enrollment

1. The student will consult with his/her counselor. The counselor will determine whether or not the student qualifies for dual enrollment status.
2. The student will complete a Dual Enrollment Request Form (form available in the counseling office) and will return it to the registrar or his/her counselor. Students wishing to take a first semester dual enrollment course must submit their request form to his/her counselor by the last day of school in the year prior. Students wishing to take a second semester dual enrollment course must submit their request form to their counselor at least one week prior to winter break. This form must have a parent/guardian signature before we can process. A request form must be completed for each semester of enrollment at the college or university. It is the responsibility of the student to enroll in the approved courses.
3. Upon receipt of the request form and approval by the counselor, the registrar will process paperwork and email the dual enrollment authorization along with the billing authorization directly to the post-secondary institution.
4. Any tuition and fee payments exceeding the approved amount will be the responsibility of the parent/guardian. Payments should be made directly to the post-secondary institution. In the event that a dual enrolled student (as defined in the dual enrollment program) subsequently withdraws from a college course or a withdrawal is initiated by the college/university, the student and parent/guardian will be responsible for reimbursing the school district for any payments made by the school district to the post-secondary institution.
5. In addition to meeting Mason High School Dual Enrollment eligibility, the student is responsible for meeting enrollment expectations at the college level. This may include applications, placement testing, orientation, and registration directly with the college.

### **Earning Credit through Dual Enrollment**

1. Students may not take college courses as an “audit.”
2. The student must submit a grade report to the counseling office, upon completion of the course. A letter grade for the course will be included on the student’s transcript but will not be calculated into the student’s grade point average.

### **Early Graduation**

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation, if he or she has completed all Mason High School graduation requirements. The student and parents/guardians shall consult with high school administrative and/or guidance personnel to develop a graduation plan **prior to October 1**. A diploma will not be awarded prior to the commencement ceremonies.

### **Final Exams**

Mason High School gives final exams at the end of each trimester. Trimester exams are a specific requirement of the course. **If a student does not take the final exam, he/she will not receive credit for the course in question.** Make-up exams due to illness or family emergency must be coordinated with the school administration.

### **Senior Final Exam Waiver**

Senior students may waive their final exams during the third trimester provided that the following conditions are met. The waiver option applies to each individual class for **seniors** who meet the following criteria:

1. No suspensions during the entire year.
2. Three or less tardies during third trimester.
3. No Saturday morning detentions during the third trimester.
4. Maintained a "B" average or higher in the class during the third trimester.
5. No more than 3 absences in the class during the third trimester. School activities, counseling appointments, court appointments, funerals, and medical notes do not count towards the three absences.

Seniors who have earned the privilege to waive their exams do not have to attend that class during the scheduled exam time. Exams for online classes may not be waived.

### **Appeal Process**

Senior students who do not meet the criteria listed above but feel that they have extenuating circumstances, may file an appeal with the assistant principal at least two weeks prior to exams. The appeal must include a detailed statement regarding their absences and must include a parent signature. This request must be on file two weeks prior to exams. Appeals will be considered on a case-by-case basis. **However, absences due to funerals, hospitalization or other extreme emergency situations will be the only reasons considered by the administration.**

### **Grades**

Students will earn credits, and grades will be reported three times per year under a trimester-based system. During each trimester a student will earn a grade for five classes. Eighty percent of the student’s grade in each class will be determined by how well he/she performs on day-to-day tasks including daily assignments, projects, tests, quizzes, etc. The other twenty percent of their grade will be determined by their performance on the end of trimester final exam.

### **Graduation Requirements**

Listed below are the minimum requirements a student must complete to earn a Mason High School diploma.

- Each student must participate in all state-approved assessment programs.
- Each student must take on online course or participate in an online learning experience.
- Each student must earn at least 27.5 high school credits to include the following:

#### **English – 4 credits**

- 1 credit in Freshman English
- 1 credit in Sophomore English
- 1 credit in Junior English
- 1 credit in Senior English

#### **Math – 4 credits**

- 1 credit in Algebra I
- 1 credit in Geometry
- 1 credit in Algebra II
- 1 credit of a math or math related course with at least 1/2 credit earned during their final year

#### **Science – 3 credits**

Required courses and credits (2 credits): Students must complete each of the courses listed below.

- Biology A – ½ credit
- Chemistry A – ½ credit
- Earth Science A – ½ credit

- Physics A – ½ credit

Elective courses and credits (1 credit): Students must complete two of the courses listed below.

- Biology B – ½ credit
- Chemistry B – ½ credit
- Earth Science B – ½ credit
- Physics B – ½ credit

Additional Information

- Students who enroll in and successfully complete 1 credit in a Career and Technical Education (CTE) course can use that credit to fulfill the elective Science credit.
- Students who enroll in and successfully complete Advanced Placement (AP) Biology, Chemistry, or Physics can use those credits to fulfill the elective Science credit.

**Social Studies – 3 credits**

- 1 credit in U.S. History
- 1/2 credit in U.S. Civics
- 1 credit in World History
- 1/2 credit in Economics

**Computer Technology – 1/2 credit**

- Students must complete a 1/2 credit Information Technology course between 8th and 12th grades

**Physical Education – 1 credit**

- 1/2 credit in Introduction to Physical Education
- 1/2 credit Physical Education elective

**Visual, Performing and Applied Arts – 1 credit**

**World Language – 2 credits**

**Electives – 9 credits**

**Credit Deficiencies**

Attempts to make-up a credit deficiency are possible by taking extra course work through summer school, Lansing Community College, Michigan Virtual High School, approved online courses, or correspondence school; any of which may require additional time and expense for the student.

The maximum number of credits that can be earned in these programs are twelve. Counselors will advise students on credit make-up options. Seniors in danger of not graduating should work closely with their counselor to choose an appropriate credit recovery option. In order for seniors to participate in commencement, all credit recovery must be completed by 3:00 pm on the Monday prior to the date of commencement. After students complete their credit recovery course work, a letter grade for the course will be included on the student's transcript but will not be calculated into the student's grade point average.

**Personal Curriculum**

The State of Michigan and Mason High School graduation requirements are intended to be rigorous so that all students are better prepared for life after high school. Within the confines of the requirements, some students who qualify may accelerate or modify the curricular requirements. Students and parents will need to contact the Counseling Office at 676-6519 to set up a meeting with a counselor to discuss potential options.

**Honor Roll**

We believe it is important to celebrate excellence in academic achievement. To qualify for the Honor Roll, a student must achieve a 3.5 GPA or better.

**Honors/Advanced Placement**

The honors curriculum at Mason High School offers the highly motivated student challenging opportunities for academic growth. The rigorous pacing and high level intensity of these courses enrich the scholarly development of the high achieving student.

**Non-traditional coursework processes**

Online courses (Michigan Virtual) in a student's schedule

- Students will earn a letter grade that will be placed on their transcript
- Letter grade will be counted into a student's grade point average
- AP courses will be calculated on a 5.0 scale

#### Online courses (E2020) in a student's schedule

- Students will earn a letter grade that will be placed on their transcript
- Letter grade will be counted into a student's grade point average
- Students must complete the entire E2020 course and earn at least a 60% or higher for the class and earn 60% or higher on the proctored final exam

#### Wilson Talent Center (E2020 – 3<sup>rd</sup> hour courses)

- Students must choose within the first two weeks of the course to earn a letter grade or take the class Credit / No Credit. If the student does not make a selection, the default will be that they take the course for credit.
- Students must complete the entire E2020 course and take the proctored final exam
- To earn a letter grade a student must pass the proctored exam with a score of at least 60% or higher
- To earn credit a student must pass the overall course with a 60% or higher

#### Online courses for credit recovery

- Students will earn a grade of Credit or No Credit
- Students must complete the entire E2020 course and earn at least a 60% or higher for the class and earn 60% or higher on the proctored final exam

#### Dual Enrollment

- Students will earn a letter grade that will be placed on their transcript
- Letter grade will NOT be counted into a student's grade point average
- Credit / No Credit is not an option

#### Independent Study

- Students will earn a grade of Credit or No Credit
- Independent study courses will not be counted into a student's grade point average

### **Online Learning**

The Michigan Legislature took action in 2013 to expand student access to digital learning options through Section 21f of the State School Aid Act. As a result, students enrolled in a public local district or public school academy in grades 6-12 are eligible to enroll in up to two online courses during an academic term – or more if parents, students, and school leadership agree that more than two are in the best interest of the child.

You are encouraged to talk with your student to examine if online learning is a good fit for her or him. To help you prepare for making the decision about whether your student has the characteristics to be successful learning online, we recommend you review the Parent Guide to Online Learning at [http://media.mivu.org/institute/pdf/parent\\_guide\\_2013.pdf](http://media.mivu.org/institute/pdf/parent_guide_2013.pdf). This guide will help you prepare for a conversation with your son or daughter.

Students may select online courses from the statewide catalog of online course titles available at <https://micourses.org/>. If your son or daughter have interest in online coursework, please direct them to the counseling office to access online enrollment information. **All student requests for online learning for the next school year, must be submitted by the last day of the current school year.** Student requests to take online courses may be denied for a number of reasons outlined in the state legislation. If a student's request for an online course is denied, we will provide written documentation about why the request has been denied. If you have questions regarding online courses, please contact you son or daughter's counselor who will be able to explain the process being used to implement these new polices that expand online learning options for students.

#### **Credit Recovery**

Online credit recovery opportunities exist for Mason High School students. Online learning may be offered during the school day, after school, and during the summer if funding and space permits. The following students are eligible to take online courses:

1. Any student who was previously enrolled, but did not earn credit in a course required for graduation.
2. Any student who is credit deficit for graduation.
3. Any student lacking credit in a course required for graduation who is unable to include that course in his or her remaining schedule (requires administrative approval).
4. Any student with an active Individualized Education Plan (IEP) whom the IEP committee determines will benefit from enrollment online as part of the student's schedule or resource services.
5. Students unable to attend during the regular school day because of prolonged illness, suspension, or other disciplinary issues (requires administrative approval).

The overall passing threshold for online classes is set at 60%. However, students must also score a 60% or higher on a proctored final exam to earn credit. All online class quizzes and tests are timed. Each online class is worth ½ credit and does not count toward the student's GPA. The grade a student earns in an online class will be listed on the transcript but will not replace the grade of a previously taken class. Students who earn a passing grade for a course in their regular schedule are not allowed to repeat the course online for the purpose of raising the grade.

### **Graduation Alliance**

Graduation Alliance is a private company that uses the Michigan Department of Education's seat time waiver option to offer online learning to non-traditional students. Students who participate in Graduation Alliance work with an advocate provided by Graduation Alliance but do their coursework entirely online and transfer the credits back to Mason High School. A student's counselor may refer students to Graduation Alliance; however, building administration must approve enrollment. Appropriate referrals include but are not limited to:

1. 5<sup>th</sup> and 6<sup>th</sup> year seniors
2. Students who have been expelled or long-term suspended
3. Students experiencing long-term medical absences
4. Teen parents or pregnant teens
5. Voluntary dropouts
6. Students four or more credits deficit for graduation
7. Medical conditions that prevent regular attendance

Students enrolled in Graduation Alliance may not participate in MHS athletics. Students may participate in MHS sponsored extracurricular activities and events with prior administrative approval. Students must successfully meet graduation requirements through Graduation Alliance by 3:00 pm on the Monday prior to commencement in order to participate in MHS commencement ceremonies. All students who complete Graduation Alliance receive a Mason High School diploma.

### **Parent/Student Skyward Family Access**

Skyward Family Access is a tool for parents and students to access up-to-date information on their child's demographics, grades, attendance, schedules, discipline, and food service account via the Internet. To establish a user account, please contact the Information and Technology Services Department at 676-6516. Apps are available in iOS and Android platforms.

If you already have a user account Login ID and Password, you can access Skyward Family Access at [www.masonk12.net](http://www.masonk12.net).

### **Reduced Schedules**

All students at Mason High School must have a full schedule of classes. In rare circumstances, a reduced schedule may be approved by the high school administration if at least one of the following provisions is met:

- A doctor has provided documentation recommending it is in the best interest of the student to be placed on a reduced schedule for medical reasons.
- All parties involved including the student, parent, teachers, counselor, and administration agree that a reduced schedule is in the best interest of the student due to academic, behavioral, or social circumstances.

It should be noted that requests for a reduced schedule will be approved sparingly and will minimally require a meeting with the family and school personnel to discuss the benefits and reasons why a reduced schedule is in the best interest of the student.

### **Report Cards and Progress Reports**

Report cards are posted three times during the school year after each trimester. Parent/Teacher conferences will be held at the six-week period of each trimester and progress reports will be handed out at that time so that parents and students are aware of their academic progress.

It is strongly recommended that parents and students view their academic progress throughout the school year over the Internet via Skyward Family Access.

### **Schedule Changes**

In order to request a schedule change, students must complete a Schedule Change Request Form which is a google form that is located on the counseling website at [www.mhscounseling.weebly.com](http://www.mhscounseling.weebly.com) Students must click on the Schedule Change Request Form link to access and complete the google form. No schedule change requests will be taken over the phone. The deadlines for these forms are:

|                                       |   |
|---------------------------------------|---|
| Changes for 1 <sup>st</sup> trimester | Form is due two weeks prior to the start of 1 <sup>st</sup> trimester |
| Changes for 2 <sup>nd</sup> trimester | Form is due two weeks prior to the start of 2 <sup>nd</sup> trimester |
| Changes for 3 <sup>rd</sup> trimester | Form is due two weeks prior to the start of 3 <sup>rd</sup> trimester |

Listed below is information regarding schedule changes.

1. Schedule conflicts will be resolved and will receive first priority. Conflicts are defined as:
  - Hours for which there is no class scheduled
  - Hours for which there are duplicate classes scheduled
  - Classes in the schedule for which the student has not met appropriate prerequisites
  - Classes in the schedule which the student has already successfully completed
  - Classes in the schedule for which the student successfully tested out
2. Students who have been misplaced in a class may change their schedules in order to achieve a more appropriate placement. For example, a student placed in Spanish 2 may be moved back to Spanish 1 when the teacher, student, and principal agree that the student is misplaced.
3. Teacher requests must be submitted in writing and will not require an appointment with a counselor. Such requests will only be considered when the change does not disrupt the remainder of the student's schedule.
4. Students receiving special education services may have their schedule changed as is deemed appropriate by their assigned caseworker and the chair of the special education department.
5. Juniors and seniors approved for Capital Area Career Center or independent study may drop classes from their existing schedule to accommodate such placements.
6. Seniors lacking a class required for graduation or NCAA eligibility may add the required class.
7. Schedule changes to completely discontinue multi trimester classes are strongly discouraged and are considered only under extreme circumstances. Such changes require both parent and teacher signature.
8. Schedule changes to drop classes that are graduation requirements for elective classes will not be approved.

### **Testing Out**

Consistent with State law, Mason High School provides the opportunity for eligible students to "test out." Students may request to "test out" rather than enroll in a course by receiving a qualifying score on one or more assessments selected by the school that measure the student's understanding of the subject area content expectations or guidelines specified in the Michigan Merit Curriculum.

In order to test out, students must exhibit mastery of the subject matter of the course by earning a grade of not less than C+ (77%) in a final examination-like test or final activity/activities for the class. Other activities for the purposes of testing out include but are not limited to portfolios, performances, papers, projects, or presentations.

When other activities are required to demonstrate mastery in a course (in place of or in addition to an exam), the student must complete the assignments in advance of the testing out period and submit those assignments at the time they test out. The purpose of testing out is to enable students who have acquired proficiency and skill in certain subject areas to demonstrate their proficiency and progress in the subject area without being required to enroll in courses, which are composed of material the student has already mastered. Students or parents/guardians will not be provided with copies of any of the test out assessments before or after the testing out period.

A student successfully testing out of a course will be awarded credit in that class and a TOC (Testing Out Credit) with no letter grade recorded on the transcript with the grade having no effect on the grade point average. A successful class tested out of will be counted toward fulfillment of a requirement within a subject area and will be counted toward fulfillment of a requirement as to a course sequence. For example, testing out of a math course will enable a student to take the next course in the math sequence as well as to satisfy one of the four credits in math required to graduate. Students who successfully test out of a course may not receive credit thereafter for a course lower in course sequence in the same subject area. When a student successfully tests out of a course a schedule change may be necessary. This necessity occurs when the student has included in his/her schedule the course out of which he/she successfully tested. Thus, a student might have to accept a revised schedule that does not include preferred teachers and/or preferred class periods.

### **Work Experience – Credit Recovery**

Additional elective credit is available for students who are credit deficit through Work Experience at the rate of ½ credit per trimester up to 2 credits total. To be eligible to participate in work experience, the following criterion must be met:

- The student must be credit deficit or within 1 credit of becoming deficit
- The student must have secured employment and turned in all completed paperwork to their counselor prior to accruing hours toward work study
- A work permit must be on file and all terms of the work permit must be met

- The employer must provide proof of liability and workman's compensation insurance
- The student must be attending school full-time
- The student must submit to their counselor a time verification sheet every two weeks which documents their 96 hours of work experience. Every 96 hours equals a ½ credit
- A grade of CR will be placed on the students transcript and the credit will have no effect on the student's grade point average
- The student must complete a reflection paper and submit it to their counselor after accruing 96 hours of work experience
- Two elective credits is the maximum number of work experience credits that a student can earn

## **B. Activities**

### **School-Sponsored Clubs and Activities**

Mason High School 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.

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.

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:

- Band Concerts
- Choral Concerts
- Profile
- Yearbook
- Robotics
- Musical/Play
- Pep Band
- Powder Puff Football
- FFA
- Interscholastic Sports
- Intramural Sports
- National Honor Society
- Student Senate
- Water Polo

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**

- Equestrian Club

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.

### **Dances**

The fall homecoming dance and the winter holiday dance will be held between the hours of 7:00 PM and 10:00PM. The spring prom will be held between the hours of 7:00PM and 11:00 PM. Students must present their Student I.D. and completed guest pass prior to purchasing tickets. Guests must be under the age of 21. Students who leave the dance will not be readmitted.

## **Homecoming and Winterfest Courts**

Listed below are the criteria which must be met to be considered for Homecoming/Winterfest court:

1. Candidates must be a current member of the senior class on track for graduation.
2. Candidates must have a minimum 2.0 GPA.
3. Candidates cannot have been suspended during the school year.
4. Candidates must submit application by deadline.
5. If a person is on the court in the fall, he/she may not be on the court in the winter.

## **National Honor Society**

To be considered for membership in Mason's chapter of the National Honor Society, junior students must have a cumulative grade point average of 3.500. In addition, potential members must meet high standards in leadership, service, and character.

### ***Selection Process***

Junior students who have a 3.500 cumulative grade point average at the end of 10th grade (in the case of a few seniors, at the end of 11th grade) are invited to apply for membership. The National Honor Society Faculty Council considers each student's background in four areas: (1) character, (2) scholarship, (3) leadership, and (4) service. Eligible students are selected for probationary membership, and then are asked to qualify for full membership by completing thirty service hours for the school and community. If the student fulfills his/her obligations, then he/she will be inducted into the Mason High School chapter of the National Honor Society. Membership is an honor, privilege, and a responsibility. Students are expected to continue to demonstrate outstanding qualities of scholarship, service, leadership, and character by which they were selected.

## **C. Athletics**

**Telephone (517) 676-6535                      FAX (517) 244-1600**  
**Connor Thomas, Athletic Director      Peggy Wassner, Secretary**

Any student interested in participating in the interscholastic athletic program at Mason High School should pick up a physical card in the Athletic Director's office. Those students planning to participate in athletics are reminded that they must adhere to Mason High School's athletic code of conduct as well as Mason High School's Student Code of Conduct.

## **Capital Area Activities Conference**

Mason High School is a member of the Capital Area Activities Conference. This 19 member league is for all athletic, academic and other extra-curricular activities in which these schools participate.

| <b><u>Blue Division</u></b> | <b><u>Red Division</u></b> | <b><u>White Division</u></b> |
|-----------------------------|----------------------------|------------------------------|
| Dewitt                      | Fowlerville                | Charlotte                    |
| East Lansing                | Haslett                    | Eaton Rapids                 |
| Holt                        | Lansing Eastern            | Ionia                        |
| Grand Ledge                 | <b>MASON</b>               | Lansing Catholic             |
| Lansing Everett             | St. Johns                  | Lansing Sexton               |
| Okemos                      | Williamston                | Portland                     |
| Waverly                     |                            |                              |

## **Athletic Seasons**

| <b><u>Fall</u></b>   | <b><u>Winter</u></b> | <b><u>Spring</u></b> |
|----------------------|----------------------|----------------------|
| Boys' Cross Country  | Boys' Basketball     | Boys' Baseball       |
| Boys' Football       | Boys' Swim           | Boys' Golf           |
| Boys' Soccer         | Boys' Wrestling      | Boys' Track          |
| Boys' Tennis         | Boys' Bowling        | Girls' Soccer        |
| Cheerleading         | Boys' Hockey         | Girls' Softball      |
| Girls' Golf          | Girls' Gymnastics    | Girls' Track         |
| Girls' Cross Country | Competitive Cheer    | Girls' Tennis        |
| Girls' Swim          | Girls' Basketball    |                      |
| Girls' Volleyball    | Girls' Bowling       |                      |

## V. STUDENT CODE OF CONDUCT

### GENERAL STATEMENTS REGARDING ALL OFFENSES

1. Consequences will be based on the severity of the action and number of repeat offenses.
2. Consequences are listed as Level One, Level Two, and Level Three.
  - Level One consequences are staff interventions.
  - Level Two consequences are staff and/or administrative interventions.
  - Level Three consequences are administrative interventions.
3. When deemed necessary, law enforcement agencies will be contacted. All dangerous or illegal conduct will be reported to law enforcement.
4. Persistent misconduct and multiple offenses will result in a behavior plan for the student and progressive steps of consequences.
5. Students who have prior knowledge of illegal activities related to the safety of staff or students are expected to report this activity to administration immediately.
6. 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.
7. Due Process: Discipline procedures are administered with due process in mind. Therefore students are:
  - Provided with specific oral or written examples of misbehavior.
  - Provided an opportunity to present their view of the situation.
  - Entitled to an explanation of the reason used for disciplinary action.

### A. Expectations and Consequences

#### 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.

#### 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.

### **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.

### **Academic Dishonesty/ Cheating/ Plagiarism (Level 2)**

**(Consequences will be based on cumulative offenses grades 9-12)**

Students will demonstrate academic honesty. Academic dishonesty includes but is not limited to the following:

- Copying work
- Letting work be copied
- Cheat-sheets
- Plagiarizing
- Having others do the work for you
- Unauthorized use of electronic devices during assessments
- Use of artificial intelligence (chat GPT, etc.) without teacher permission.

**Any and all offenses:** Parent/guardian contact, zero on the assignment. Depending on the severity of each specific incident, students may lose credit for the trimester, or be recommended to the Mason Board of Education for additional consequences.

**First offense:** Detention, Saturday Morning Detention, and/or 1-10 day suspension

**Second offense:** Saturday Morning Detention, and/or 1-10 day suspension

**Third offense:** 1-10 day suspension

### **Arson (Level 3)**

Students will not intentionally, by means of starting a fire, cause harm to any property or person, participate in the burning of any property or person or purposely start any fire. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311 2) "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

### **Cafeteria/Lunchroom Expectations (Level 1)**

Students will be assigned a specific 30-minute lunch period based on their 3<sup>rd</sup> hour class. During lunch, students will:

- Bus their own tables/litter completely
- Behave courteously towards fellow students and school personnel
- Not throw food or trash
- Not be in halls without a written pass

**First offense:** parent/guardian contact, detention, or a lunch detention, which may include cleaning of lunchroom.

**Second offense:** parent/guardian contact, cleaning of lunchroom, detention, Saturday Morning Detention, or removal from cafeteria until parent conference.

**Third offense:** 1-day suspension or removal from cafeteria until parent conference.

### **Cell Phones and Other Personal Electronic Devices (Level 1-3) Board Policy 5136**

**Use and/or possession of personal electronic devices (PEDs) including: Smart phones, cell phones, tablets, music players, personal digital assistants or any other device with inbound / outbound communications capabilities.**

5136 - PERSONAL COMMUNICATION DEVICES

For Students in Grades 6-12

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

**If personal electronic devices are used inappropriately the following consequences will take place.**

It is the expectation that personal electronic devices are “off and away.”

If the electronic device(s) are used inappropriately the following consequences will take place:

**Electronic device(s) is out or on during instructional time:**

- Teacher/Staff member calls the office.
- Teacher/staff member puts student’s name on sticky note on phone.
- Security or administration picks up device(s) from the teacher.



**Security or administration delivers electronic device(s) to office:**

- The device(s) is put into an envelope with student’s name.
- The device(s) is stored in a locked location.



**Electronic device(s) is retrieved:**

- 1<sup>st</sup> time: Student picks up the device(s), signs that it was picked up.
- 2<sup>nd</sup> time: Parent must pick up the device(s)
- 3<sup>rd</sup> time: Parent must pick up device(s). Detention Issued.
- 4<sup>th</sup> time+: Progressive discipline that may include the following: Saturday Morning Detention, Parent meeting, Behavior contract, Suspension.

**Refusal to surrender a personal electronic device upon request (Level 2)**

Students will surrender their personal electronic devices to any staff member immediately upon request. Failure to do so will be treated as noncompliance.

**Each offense:** See noncompliance/insubordination.

**Inappropriate use of a personal electronic device (Level 3)**

Students will not use personal electronic devices to:

- Engage in peer conflict
- Engage in academic dishonesty
- Possess or transmit sexually explicit images or messages
- Harass/intimidate other people
- Facilitate illegal activities
- Make recordings/photos in bathrooms, locker rooms, or dressing rooms
- Record, distribute, or possess video footage or photos of fights/assaults or students engaged in illegal activities
- Recording/photographing students/staff requires their explicit permission

*It is against the law to use recording devices in a bathroom, dressing room or locker room.*

**Each offense:** Confiscation of device and at least one of the following: **Parent/Guardian must pick up device**, detention, Saturday Morning Detention, suspension, expulsion, and Law Enforcement contact.

**NOTE:** If there is reasonable suspicion that a confiscated personal electronic device has been used to violate school policy, its contents will be subject to search and review.

### **Closed Campus (Level 3)**

Students will not exit the building without signing out in the main office. Parents who wish to sign their student out during the lunch period must enter the high school to sign their child out and must re-enter the high school to sign their child back in upon returning to school.

**First offense:** parent/guardian contact, Saturday Morning Detention, loss of driving privileges.

**Second offense:** 1-day suspension, parent/guardian meeting, forfeiture of parking permit, truancy charge.

**Third offense:** 3-day suspension, parking permit forfeited permanently, truancy charge.

*\*Career Center, School of Choice, and Dual Enrollment students must carry a copy of their schedule in their vehicle or obtain a permanent "PERMIT TO LEAVE" pass from the main office.*

### **Compromising School Safety**

Students will not take part in any activity that compromises the safety and security of the building and students inside the building.

This includes but is not limited to:

- Propping doors
- Not reporting dangerous behavior/situation
- Not cooperative during emergency situations or drills.

**Any offense:** parent/guardian contact and detention, Saturday Morning Detention or 1-10 day suspension (based on severity of incident)

### **Criminal Sexual Conduct (Level 3)**

Students will not commit criminal sexual conduct in a school building, on school grounds or any other school property. If criminal sexual conduct occurs, the Board of Education or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311 2).

### **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.

### **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.

### **Destruction/Defacing Property (Level 1-3)**

Students are expected to treat all property with respect and care.

**Each offense:** parent/guardian contact, restitution, police contact, 1 to 10 day suspension, and/or possible long-term suspension or expulsion.

### **Disrespectful Behavior (Level 1)**

Students will engage in respectful behavior at all times. Disrespectful behavior includes, but is not limited to, rude comments, verbal confrontations with others, profanity, etc.

**First offense:** parent/guardian contact and detention, Saturday Morning Detention or 1-10 day suspension.

**Second offense:** parent/guardian contact and Saturday Morning Detention or 1-10 day suspension.

**Third offense:** parent/guardian contact and 1 to 10 day suspension.

### **Disruptive Behavior/Horseplay (Level 1)**

Students will engage in behavior that promotes safety and learning.

**First offense:** parent/guardian contact and detention.

**Second offense:** parent/guardian contact and Saturday Morning Detention.

**Third offense:** parent/guardian contact and 1 to 10 day suspension.

### **Dress Code (Level 1)**

Students will wear clothing and groom themselves in a manner that is appropriate and not disruptive to the educational environment of students and staff. Guidelines for student dress and grooming are listed below but not limited to:

- Clothing or articles that display ethnic or racial slurs or symbols.

- Shirts that expose the stomach, back, or cleavage may be deemed inappropriate for the school setting.
  - All undergarments must be covered and not visible.
  - Skirts/shorts/dresses must be appropriate for the school setting. A standard guideline for appropriate skirt/short/dress length is past the fingertips when arms are extended down.
  - Clothing that displays alcohol, drugs, tobacco, gang association, weapons, sexual or suggestive references, profanity, violence, intimidation or organizations promoting any of these are not appropriate.
  - Hats are not allowed in some classrooms. If you are allowed to wear a hat it needs to be worn straight forward or straight backward.
  - Shoes must be worn at all times.
- 
- Skin tight clothing or clothing that has excessive holes may be deemed inappropriate for the school setting.
  - Students are expected to bathe and groom themselves regularly so that their personal hygiene is not disruptive to the educational environment of students and staff.

Particular clothing and hairstyles must be regulated in certain laboratory situations if machines, fire or chemicals used present a safety hazard. Coverage of the body is expected at all times. This dress code applies to all school sponsored activities/events. The building administration reserves the right to interpret appropriateness.

**First offense:** Student must change into appropriate clothing, detention.

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

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

### **Driving and Parking (Level 2)**

Students who drive to school and park on school property will:

1. Maintain a current parking permit
2. Follow all expectations regarding parking and permit handling
3. Drive carefully and courteously
4. Not loiter in or litter from vehicles
5. Arrive on time to school

**Each offense:** parent/guardian contact, parking privileges revoked, police contact, boot, vehicle towed at owner's expense, discipline up to and including suspension.

### **Drugs: Illegal Use and/or Possession of Drugs, Prescription Drugs, Tobacco, and Alcohol (Level 3)**

**(Consequences will be based on cumulative offenses grades 9-12)**

Students will not, while on school property or at a school sponsored event, use, possess, or be under the influence of alcohol, illegal use of prescription medication, illegal drugs narcotics including but not limited to the following: inhalants, marijuana, heroin, cocaine, LSD, barbiturates, amphetamines, drugs manufactured for use with animals, steroids, and malt beverages labeled as "non-alcoholic," this includes facsimile / look alike drugs. Doing so will carry the following consequences:

#### **Use and/or possession of tobacco products (including electronic devices)**

Tobacco products and paraphernalia will be destroyed or turned over to law enforcement officials.

**First offense:** parent/guardian contact, referral to law enforcement, and 1-10 day suspension. Referral to a diversion/restorative justice program.

**Second offense:** parent/guardian contact, referral to law enforcement, and 3-10 day suspension. Referral to a diversion/restorative justice program.

**Additional offenses:** parent/guardian contact, referral to law enforcement, and 5-10 day suspension. Referral to a diversion/restorative justice program.

#### **Distribution, selling, or delivery of tobacco products or conspiring to sell, buy, or distribute tobacco products (including vapes and other electronic devices)**

**First Offense:** 1-10 day suspension, referral to law enforcement, and possible long-term suspension or expulsion

**Second Offense:** referral to law enforcement and possible long-term suspension or expulsion

#### **Use and/or possession of alcohol or other drugs or drug paraphernalia.**

*A student who has the smell of marijuana on or about his/her possessions will be considered to be in use/possession of marijuana.*

**First offense:** suspension of 3-10 school days, parent/guardian contact, referral to law enforcement, referral to teen court. If the student does not complete teen court, a recommendation will be made to the superintendent for long term suspension.

**Additional offense:** recommendation to the Superintendent and School Board for long term suspension or expulsion, parent/guardian contact, referral to law enforcement.

**Distribution, selling, delivery of alcohol or other drugs as described above.**

**Any and all offenses:** parent/guardian contact, referral to law enforcement, long-term suspension or possible recommended expulsion.

**Conspiring to sell, buy, distribute or use alcohol or other drugs as described above.**

**Any and all offenses:** Parent/guardian contact, referral to law enforcement, 1-10 day suspension, long-term suspension, or possible recommended expulsion.

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

The administration 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 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.

### **Filing False Reports (Level 1-3)**

Students who file false reports to school personnel may receive disciplinary consequences. Discipline will reflect the level of offense that was falsely reported.

### **Forgery/Misrepresenting Communication (Level 2)**

Students will not misrepresent any communication as being from anyone else, especially parents, guardians, or staff members, either in writing or orally. This includes:

- Use of another student's lunch pin
- Use of another student's username or password
- Use of another student's identification

**First offense:** parent/guardian contact, Saturday Morning Detention, and counting any absences involved as unexcused.

**Second offense:** parent/guardian contact, 1 to 10 day suspension, and counting any absences involved unexcused.

**Third offense:** parent/guardian contact with mandatory meeting, 3 to 10 day suspension, and counting any absences involved as unexcused.

### **Gambling (Level 3)**

Gambling is illegal. Students will not gamble on school property or at school-sponsored events or utilize school resources to gamble.

**First offense:** parent/guardian contact, Saturday Morning Detention.

**Second offense:** parent/guardian contact, 1 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

**Third offense:** parent/guardian contact, 3 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building administration.

### **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 phone (517) 676-2484. 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.

#### **Harassment**

- 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 School District;
- 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 School District;
- 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: verbal harassment or abuse;

- A. pressure for sexual activity;
- B. repeated remarks with sexual or demeaning implications;
- C. unwelcome touching;
- D. sexual jokes, posters, cartoons, etc.;
- E. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- F. 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;
- G. 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.]

**Title IX Sexual Harassment – See Board of Education Policy # 2266**

#### **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.

[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.]

### **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.

#### **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.

**First offense:** Parent/guardian contact, 1 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

**Second offense:** Parent/guardian contact, 3 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

**Third offense:** Parent/guardian contact, 5 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

### **Inappropriate Behavior at Athletic and Extracurricular Activities (Level 2)**

Spectators will engage in conduct that is safe and promotes the positive reputation of Mason High School. Behaviors will promote good sportsmanship and a positive experience. Examples of unacceptable behavior include but are not limited to:

- Poor sportsmanship
- Throwing objects
- Profane or obscene language
- Pushing
- Refusal to obey directives of adults in charge of the activity

**First offense:** the spectator will be approached and advised of his/her inappropriate behavior and may be immediately removed from the event, an indefinite suspension of spectator privileges for all extracurricular activities (at home and away) may be imposed pending a final decision after a conference with a school administrator.

**Second offense:** immediate removal from event, suspension of spectator privileges for all extracurricular activities (at home and away) for 1-60 school days after a conference with a school administrator.

**Third offense:** immediate removal from event, suspension of spectator privileges for all extracurricular activities (at home and away) for at least 60 school days after a conference with a school administrator.

### **Inappropriate Display of Affection (Level 1)**

Students will not engage in displays of affection inappropriate for the school context. The only appropriate displays of affection are holding hands and brief hugs.

**First offense:** parent/guardian contact may occur, warning.

**Second offense:** parent/guardian contact, detention.

**Third offense:** parent/guardian contact, Saturday Morning Detention.

### **Misconduct (Level 3)**

**(Consequences will be based on cumulative offenses grades 9-12)**

Mason High School promotes physical and emotional safety. Students will not engage in any behavior that is:

- Physically abusive
- Verbally abusive
- Sexually abusive
- Harassing
- Intimidating
- Bullying

Such behaviors include any gesture or written, electronic, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a person or damaging a person's property, placing a person in reasonable fear of harm or damage to the person's property, or that has the effect of insulting or demeaning any person or group in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behaviors are not acceptable, be they motivated by religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

Students are also prohibited from engaging in off campus misconduct of a serious and or criminal nature which poses a likelihood of danger, or causes harm, to the physical or emotional health or welfare of students, or which reasonably makes the continued presence of the students in the school disruptive to their educational process.

The following behaviors are defined as being verbally, physically, or sexually abusive: Assault, extortion, fighting, inciting a fight, intimidation through the threat of or use of physical harm, harassment, threatening and/or obscene or profane language/actions.

#### 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 filed 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."

#### **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.

#### **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else.

**First offense:** parent/guardian contact, 1 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

**Second offense:** parent/guardian contact, 3 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

**Third offense:** parent/guardian contact, 5 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

#### **Misuse of Books, Materials, Equipment (Level 2)**

Students will use school property, materials, computers, computer network, and other equipment in an appropriate manner. NEOLA policy 7540.03

**Each offense:** parent/guardian contact, restitution, 1 to 10 day suspension, possible long-term suspension, or expulsion.

#### **Noncompliance/Insubordination/Disobedience (Level 2)**

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. Students will follow all requests and directives of all school personnel. Not doing so is insubordination. Interfering with an investigation by misrepresenting or withholding facts from school personnel, including providing a false name, is also insubordination.

**First offense:** parent/guardian contact, detention, Saturday Morning Detention, and/or 1 to 10 day suspension.

**Second offense:** parent/guardian contact, 3 to 10 day suspension.

**Third offense:** parent/guardian contact, 5 to 10 day suspension.

#### **Possession/Use 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:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

**Each offense:** parent/guardian contact; 1 to 10 day suspension and/or recommended expulsion; police contact.

### **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.

### **Possession/Use of an Object as a Weapon**

Any object that is possessed or 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.

**Each offense:** parent/guardian contact; 1 to 10 day suspension and/or recommended expulsion; police contact.

### **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.

### **Possession/Use of Dangerous Objects (Level 3)**

Students will not possess or use dangerous objects including but not limited to: pocket knives, box cutters, paint ball, pellet, and air soft guns, live ammunition and other objects used as or by design are fashioned as, a weapon which may cause harm to another individual.

**Each offense:** parent/guardian contact; 1 to 10 day suspension; possible recommended expulsion.

### **Pornography (Level 3)**

Students will not possess, publish, solicit, or transmit pornographic images or messages in any form.

**First offense:** parent/guardian contact, 1 to 10 day suspension

**Second offense:** parent/guardian contact, 3 to 10 day suspension

**Third offense:** parent/guardian contact, 5 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

- **All illegal pornography will be referred to law enforcement personnel.**

### **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.

### **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.

### **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.

### **Skipping Class (Level 2)**

Students are expected to attend all classes. Students who decide to spend class time in an unauthorized location are considered to be 'Skipping' and face more severe consequences than unexcused absences.

**Each offense: Given an unexcused absence, zero may be assigned for missed class work, parent/guardian contact, Saturday Morning Detention, and may be subject to Trespassing/Truancy consequences.**

### **Theft (Level 3)**

Students will not take or possess school or private property, including intellectual property, that is not their own. Students are encouraged to leave valuable at home. The school is not responsible for personal property.

**Each offense:** parent/guardian contact, restitution, 1 to 10 day suspension, possible long-term suspension or expulsion

### **Trespassing (Level 3)**

Students will not trespass on school property. Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so by school authorities. A student will not enter the premises of the school district, other than the location to which the student is assigned, without adult authorization. Students are expected to obtain permission to use any school property or any private property located on school property. The act of entering school property that is locked or closed without permission is considered unlawful entry. Students not participating in a school-related activity should leave the building by 3:00 p.m. Failure to do so will be considered trespassing. Students who assist others in gaining access to the building without permission will be subject to disciplinary action.

**First offense:** parent/guardian contact and detention.

**Second offense:** parent/guardian contact and Saturday Morning Detention.

**Third offense:** parent/guardian contact and 1 to 10 day suspension.

**Students given a formal no trespassing notice by the school will be prosecuted for every offense. All visitors to Mason High School must check in and out at the main office, failure to do so may result in prosecution.**

## **B. 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.

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.

### **Saturday Morning Detention**

At the discretion of the high school administration a student may be assigned a Saturday Morning Detention as a disciplinary consequence for inappropriate behavior in lieu of an out of school suspension. Saturday Morning Detentions are held from 8:00

a.m. - 12:00 p.m.

**Saturday Morning Detention expectations:**

1. Be on time at the front door. *Students who arrive later than 8:00 a.m. will not be admitted.*
2. Bring plenty of schoolwork and/or reading material to keep yourself busy the entire four hours. You will not be allowed to go to your locker so have your work with you when you arrive.
3. Work hard and have a cooperative attitude with the Saturday Morning Detention Supervisor.
4. Follow the rules listed below:
  - a) MP3 players, cell phones, and all other electronic devices are not allowed.
  - b) Students are not to sleep, play games, or talk.  
Students are to work on assigned materials or academic reading matter for the entire session.
  - c) All school behavior and citizenship rules apply.
  - d) Food and beverage are not allowed.

Students who do not attend, arrive late, cause any disruptions whatsoever, or fail to follow the above expectations during Saturday Morning Detention will be asked to leave and will receive an in school or out of school suspension. Transportation to and from Saturday Morning Detention is the responsibility of the parent/guardian. Should an emergency occur that would prevent the student from attending, the parent/guardian must call the High School at 676-9055, and leave a message for the Assistant Principal. Please be prepared to verify the emergency.

**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

**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 WTC attendance. Such students are not to appear on any Mason Public School property or off campus school sponsored events 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.).

## VI. ATTENDANCE

### Attendance Overview

Student attendance may be viewed online. Visit [www.masonk12.net](http://www.masonk12.net) and click on Families and then Skyward Family Access for more information.

**The State of Michigan compulsory school attendance law states that parents/ guardians must send their child to school. Their school attendance is to be continuous and consecutive for the entire school year. Failure on the part of the parent/guardian to send a child in their custody to school could result in legal action.**

*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*

### Absences and Tardies

An **absence** is defined as missing more than 10 consecutive minutes of a class period.

A **tardy** is defined as not being inside the classroom door when the bell rings.

**More than two tardies in a single class period, per trimester, is considered excessive.**

**Excessive tardies are disruptive to the educational environment. A student with excessive tardies will be issued the following consequences for each class period:**

- 3<sup>rd</sup> tardy – detention
- 4<sup>th</sup> tardy – detention
- 5<sup>th</sup> tardy – Saturday Morning Detention
- 6<sup>th</sup> tardy – Saturday Morning Detention
- Additional tardies – referral to Assistant Principal
  - Placed on an attendance contract
  - Referred to Truancy Court

### District Reporting Procedures

| Absences Without Documentation | District Response                           |
|--------------------------------|---|
| 10                             | Written Notification                        |
| 15                             | Written Notification/Parent Meeting Request |
| 20                             | Referral to Ingham County Truancy Officer   |

**Students who have met the following nonattendance situations, may be dropped from enrollment at Mason High School:**

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

**An absence may be exempt from the count of accrued absences for any of the following reasons:**

**{Documentation should always be provided and may be required}**

- School related absences
- Approved campus / program visits
- Medical appointment
- Medical documentation stating that the student is not to be in school
- Death in the family
- Religious observance
- Court appearances
- Arriving late to class with a pass from a staff member

**Excessive absences are disruptive to the educational environment. A student with excessive absences may be:**

- Issued a Mandatory Help Lab/Detention
- Issued a Saturday Morning Detention
- Referred to an Assistant Principal
- Placed on an attendance contract
- Referred to Ingham County Truancy Court
- Issued a truancy ticket

### **Make-up Assignments and Tests**

Make up work is available for excused absences and suspensions. It is the responsibility of students to make up any required work missed during an absence from school. Students are to ask teachers for make-up work the day they return to school. Class work is to be made up at a time mutually agreeable to the student and teacher with one day of make-up time allowed for each day of an absence. Students on suspensions can, at parent request, schedule a specific day and time to pick up their assignments from school. Please call 676-9055, to arrange for pickup of work assignments.

### **Work for Non-Scheduled Excused Absences**

Parents are asked to wait until their child is absent three days before requesting homework. Parents may call the counseling office to request assignments. Any assignments requested after 9:00 am will be available for pick up the following day. Students with excused absences will be given a number of days equal to the number of days absent to complete make-up assignments. However, homework, major projects, and tests assigned prior to the absence will be due or made up on the day of return unless other arrangements are agreed upon with the teacher.

### **Work for Scheduled Excused Absences**

In the case of club, organization and group meetings, school-related trips, or other prearranged absences, a student must contact each teacher for his/her assignments and due dates. The teacher has the right to require that the work be completed before or immediately after a scheduled absence. It is the responsibility of the student to obtain and complete make-up work.

### **Work for Suspensions**

Students who are suspended for 3 or more days have the option of, at parent request, picking up makeup work during their suspension so that they can keep up with their classes. Students are expected to begin completing makeup work the day it is scheduled to be picked up. On the day work is scheduled to be picked up from school, make-up time for that work begins to accrue. *Students will have one day of make-up time for each day of suspension, beginning on the scheduled pick up date, not on the date the student returns to school.* Extensions on due dates can be given at the discretion of the teacher with administrative approval.

### **Parent Reporting Procedures**

Responsibility for keeping the school informed of student absences in a timely manner rests with the parent/guardian and the student. A parent/guardian must excuse each absence by phone or written note within 48 hours of the absence. **Any absence not reported within 48 hours will remain unexcused.** To report an absence, call 676-9055 for the attendance office. Leave a message stating the student's name, the date of absence and reason for the absence.

### **Signing In and Out**

Students coming into the school building after 7:50 a.m. must sign in at the main office. Students leaving the building at any time other than the standard school dismissal time must sign out in the main office. To do this, students must present a written note from the parent/guardian or an office staff person must speak to the parent/guardian (in person or by phone) to verify permission. Failure to do this will result in disciplinary action for leaving the building without permission.

## **VII. BOARD OF EDUCATION POLICIES**

In 2017, the Board of Education adopted the *NEOLA Bylaws and Policies* for Mason Public Schools. These Policies can be found at the following web address:

<https://go.boarddocs.com/mi/masonp/Board.nsf/Public>