

# 2012-2013 Mason Middle School Student/Parent Handbook/Planner

## School Day Time Schedule

|  |  |  |
|--|--|--|
|  | <u>1<sup>st</sup> hour</u>               | <u>7:45 – 8:34</u>                       |
|  | <u>2<sup>nd</sup> hour</u>               | <u>8:38 – 9:29</u>                       |
|  | <u>3<sup>rd</sup> hour</u>               | <u>9:33 – 10:22</u>                      |
| <b>6<sup>th</sup> grade</b>              | <b>7<sup>th</sup> grade</b>              | <b>8<sup>th</sup> grade</b>              |
| <u>LUNCH 10:22 – 10:52</u>               | <u>4<sup>th</sup> hour 10:26 – 11:16</u> | <u>4<sup>th</sup> hour 10:26 – 11:16</u> |
| <u>4<sup>th</sup> hour 10:56 – 11:46</u> | <u>LUNCH 11:16 – 11:46</u>               | <u>5<sup>th</sup> hour 11:20 – 12:11</u> |
| <u>5<sup>th</sup> hour 11:51 – 12:41</u> | <u>5<sup>th</sup> hour 11:51 – 12:41</u> | <u>LUNCH 12:11 – 12:41</u>               |
|  | <u>6<sup>th</sup> hour</u>               | <u>12:46 – 1:36</u>                      |
|  | <u>7<sup>th</sup> hour</u>               | <u>1:40 – 2:30</u>                       |



Student Name \_\_\_\_\_

Home Room \_\_\_\_\_

## **Mason Public Schools MISSION STATEMENT**

The mission of the Mason Public Schools, as a partnership of students, staff, parents, and community, is to inspire and empower students to succeed in school and throughout their lives.

## **Mason Middle School MISSION STATEMENT**

The mission of the Mason Middle School Community is to provide an environment where students are encouraged to achieve emotional, social and academic success.

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

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

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

<http://mason.k12.mi.us>

**Mr. Dan McConeghy, Principal**  
(517)676-6514 - [dmcconeg@mason.k12.mi.us](mailto:dmcconeg@mason.k12.mi.us)

**Ms. Dori Leyko, Assistant Principal/Athletic Director**  
(517)676-6514 – [dleyko@mason.k12.mi.us](mailto:dleyko@mason.k12.mi.us)

Parents, to set up your login and password to access your student's grades, attendance, schedule, etc., call the Information and Technology Services office, (517)676-6516. Visit <http://mason.k12.mi.us> and click on "Parent and Student Access".

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# CONTACT INFORMATION

## DISTRICT ADMINISTRATION INFORMATION

### Central Administration:

|   |                   |          |
|---|-------------------|----------|
| Superintendent  | Mark Dillingham   | 676-6489 |
| Executive Director of Curriculum                            | Bruce Barbour     | 676-6490 |
| Chief Financial Officer for Business<br>and Human Resources | Chris Petrimoulx  | 676-6493 |
| Supervisor of Buildings & Grounds                           | Michael Dunivon   | 676-6492 |
| Supervisor of Food Services                                 | Louise Holman     | 676-6528 |
| Director of Special Education                               | Debra Disbro      | 676-6532 |
| Director of Information Technology                          | Jerome Brzezinski | 676-6517 |
| Supervisor of Transportation                                | Kevin Doty        | 676-6496 |
| Coordinator of Community Education                          | Mary Kay Gavitt   | 676-6528 |

### Board of Education:

Ralph Beebe, President  
E-Mail: [ralph@high-eng.com](mailto:ralph@high-eng.com)

Becky Brimley, Vice President  
E-Mail: [beckybr@cablespeed.com](mailto:beckybr@cablespeed.com)

Julie Rogers, Treasurer  
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Laura Fenger, Secretary  
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Laura Cheney, Trustee  
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Peter Curtis, Trustee  
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Tom Cochran, Trustee  
E-Mail: [tcochran@mason.k12.mi.us](mailto:tcochran@mason.k12.mi.us)

### School Board Meetings:

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

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

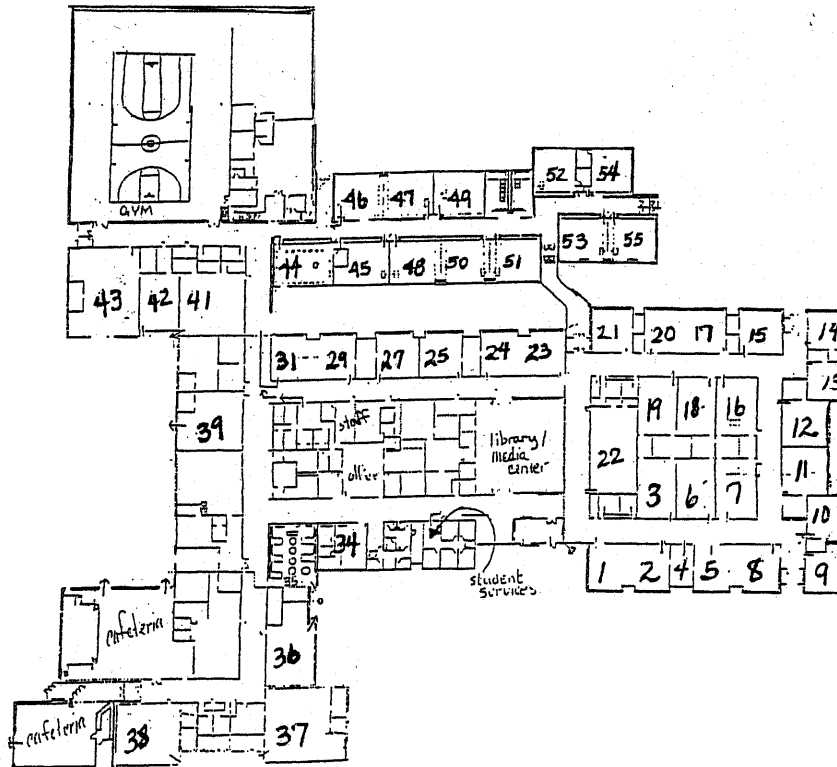
### **MASON MIDDLE SCHOOL PHONE EXTENSIONS & E-MAILS**

| TEACHER NAME      | EXT | EMAIL ADDRESS  |
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## 2. GENERAL INFORMATION

### MASON MIDDLE SCHOOL FLOOR PLAN



### SCHOOL HOURS

Classes begin at 7:45 A.M.  
Classes end at 2:30 P.M.  
Half Day Schedule: 7:45 A.M. – 11:00 A.M.  
Regular School Office Hours: 7:00 A.M. – 3:45 P.M.

### STUDENT DROP-OFF AREAS

Students should not arrive at school before 7:30 a.m. and may not enter the building until that time. Students are to be dropped off at the front entrances and wait in the vestibule areas until the 7:30 a.m. bell. Bus students will arrive in the south parking lot area. **PLEASE DO NOT DROP STUDENTS OFF AT THE CAFETERIA ENTRANCE, UNLESS THEY REQUIRE THE HANDICAP ENTRANCE DOORS.**

### VISITORS

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

### 3. ATTENDANCE

#### **ATTENDANCE OVERVIEW**

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

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

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

Students with excused absences must make up work missed in the specified time set by the teacher. In general, one day is permitted for each day missed. A student is considered unexcused when the absence is deemed unnecessary or truancy. Students receiving unexcused absences will receive a zero for the work missed, but may be requested to make up the work at the discretion of the teacher. ***Students will be considered absent if they arrive to school/class more than 20 minutes late.***

#### **ATTENDANCE LETTERS**

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

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

#### **COMPULSORY SCHOOL ATTENDANCE**

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

Every parent, guardian or person in this state, having control and charge of any child between the ages of 6 and 16 years, shall send such child, equipped with the proper textbooks necessary to pursue his school work, to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled.

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

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

#### **ENTERING OR LEAVING SCHOOL**

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

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



## **PERSONAL TRIP ABSENCES**

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

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

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

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

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

## **REQUESTING MAKE-UP WORK**

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

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

## **TARDINESS**

Promptness is part of overall citizenship and is essential for sustaining a good learning environment. Tardies to classes will be recorded by teachers. ***A student will be considered tardy if they arrive to class/school less than 20 minutes late. If they are more than 20 minutes late, it will be considered an absence.***

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

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

## **TRUANCY**

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

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

## 4. EMERGENCY PROCEDURES

### FIRE DRILLS

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

### TORNADO DRILLS

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

### LOCK DOWN

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

## 5. PARENTAL INFORMATION

### ACADEMIC REFERRAL PROCEDURE

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

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

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

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

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

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

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

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

### CURRICULUM

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

## **GRADE REPORTING**

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

## **IMMUNIZATION REQUIREMENTS**

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

## **INVOLVEMENT**

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

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

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

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

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

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

## **LATE BUS**

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

## **LEGAL CUSTODY**

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

## **LIBRARY MEDIA CENTER**

A Library Media Center is centrally located in the building and is open before, during, and usually after school for available use. There are a variety of books, magazines, videos, and audio-visual materials. In an effort to maintain an inventory of books and to help students learn responsibility, fines are issued for books that are past due. When checking out books students should be sure to note the return date. Report cards will be held when books or other materials are overdue at the end of the marking period, or end of the year.

## **MEDICATIONS:**

### **A. Administering Prescription Medication**

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

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

### **B. Administering Non-Prescription Medication**

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

### **C. Possession and Administration of Medication by Students**

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

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

### **PARKING**

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

### **PHOTO AND VIDEO APPROVAL**

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

### **SAFE SCHOOLS**

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

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

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

### **SCHOOL CLOSING INFORMATION**

The district currently uses the Honeywell Instant Alert System, which will contact family email, and/or primary phones or cell phones depending on the severity of the specific emergency. The Honeywell Instant Alert System is the official district message in case of school closure and/or delay. School closing and delay information can also be accessed at the Mason Public Schools' website, [www.mason.k12.mi.us](http://www.mason.k12.mi.us) and will be announced on the following television/radio stations.

|      |                     |      |          |
|------|---------------------|------|----------|
| WJIM | 97.5 FM and 1240 AM | WFMK | 99.1 FM  |
| WKAR | 90.5 FM and 870 AM  | WJXQ | 106.1 FM |
| WVIC | 94.1 FM             | WIBM | 970 AM   |
| WUNN | 96.7 FM and 1110 AM | WITL | 100.7 FM |

### **SCHOOL- HOME COMMUNICATIONS**

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

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

Parents can expect regular written communication from Mason Middle School. A monthly newsletter is published and emailed to each student's household. Additionally, periodic notes are sent home with students to explain various occurrences at our school (field trips, speakers, special concerns, holidays, etc). A calendar link to Google Calendar which highlights school activities is available on the school website at [www.mason.k12.mi.us](http://www.mason.k12.mi.us). Parents are also encouraged to contact the computer services office at 676-6516 to enroll for family access, which will enable parents to check student attendance, discipline, and grades.

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

Use of tobacco products is prohibited by all persons on/in all District property or facilities at all times.

## **6. STUDENT INFORMATION**

### **BUS NOTES**

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

### **DRIVING**

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

### **ILLNESS**

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

### **LUNCH PERIODS**

**Lunch times for students are:**

Sixth Grade -- 10:22 – 10:52 a.m.  
Seventh Grade -- 11:16 – 11:46 a.m.  
Eighth Grade -- 12:11 – 12:41 p.m.

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

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

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

### **MESSAGES AND TELEPHONE USE**

Important messages from parents will be delivered to their child at the end of the class period. Students are reminded to make only important calls to their parents/guardians during the course of the school day. **Be aware that students are not permitted to carry cell phones, pagers or beepers (Please refer to Board Policy 8280.)** Birthdays are a special time for students, but sending balloons, flowers, etc... is discouraged. Students are notified at the end of the day and must pick the items up at that time.

### **PHYSICAL EDUCATION PARTICIPATION**

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

### **SCHOOL MATERIALS & PROPERTY**

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

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

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

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

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

### **SEARCH AND SEIZURE**

The school administration retains discretion to search areas assigned to students (lockers, desks, etc.). Students should understand that such areas are **not** private. General searches of school property may be conducted at any time.

Any item determined to be illegal, a threat to the safety or security of others, or which could be used to disrupt or interfere with the educational process will be confiscated

## **STAYING AFTER SCHOOL**

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

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

## **STUDENT DRESS**

There is a positive relationship between good grooming and acceptable behavior. Therefore, it is necessary for students and parents to use good judgment in selecting school clothes.

- Students are expected to be clean and neat in appearance.
- Shirts/clothing that advertise alcoholic beverages, drinking establishments, illegal substances, violent themes, or state or imply profane words and messages are not to be worn.
- Clothing which exposes excessive skin or underwear is not acceptable.
- Shirts should be able to be tucked in and not expose skin.
- Shirts should cover the shoulders and not expose excessive skin under the arms, midriff or neck areas.
- Skirts/shorts must be mid-thigh length/finger tip length or longer.
- Pajama pants are not to be worn unless permitted for a Spirit Week event.
- Students are to wear shoes. Shoes with laces must be tied.
- Any manner of dress that draws undue attention and that interrupts the “educational process” is not permitted.
- Students are not permitted to wear coats, hats, gloves or mittens in class.
- Students are not permitted to bring purses or backpacks into classrooms.
- Backpacks, which do not fit in lockers, will not be allowed.
- No wheelie shoes may be worn in the building.
- Students wearing leggings/tights must also wear shorts or skirts.

Students will be asked to change items of clothing that are considered inappropriate for school. Additional consequences may include Saturday Detention, In-School Suspension or Out-of-School Suspension. The administration reserves the right to observe new fads in attire and determine whether or not these fads would be a disruption to the educational process or a safety concern for the student(s).

## **STUDENT ASSISTANCE/STUDENT SERVICES**

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

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

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



## **STUDENT RECOGNITION**

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

Parents are invited to a special morning ceremony to recognize their child's achievement. Students receive a certificate and have their names posted in the cafeteria for one month.

**Honor Roll:** Each semester, a list of students who have attained grades of A's and B's in all their classes, on report cards, will be created and displayed in the showcase at the end of the office hallway. The list will be published in the Ingham County Community News as space permits.

## **7. EXTRA-CURRICULAR ACTIVITIES**

### **INTRODUCTION & PHILOSOPHY**

Mason Middle School provides students with the opportunity to participate in a variety of co-curricular activities. These activities include interscholastic athletics, intramural events, and special activities. Those students planning on participating in interscholastic athletics are reminded that they are to adhere to Mason Public School's athletic code of conduct. This code is in effect, for all athletes, during the entire year. Parents may obtain a copy of the athletic code in the middle school office or on the district's website [www.mason.k12.mi.us](http://www.mason.k12.mi.us).

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

### **ACTIVITY TIMES & GUIDELINES**

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

1. Generally, the times are 2:30 PM until 4:00 PM.
2. Students should make arrangements for transportation home prior to attending.
3. A student cannot reenter once he/she has left.
4. School clothes will constitute acceptable dress.
5. Activities are for Mason Middle School students only.
6. Students behaving in a disrespectful manner will be asked to leave. Further discipline may result.

### **ASSEMBLIES**

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

## **ELIGIBILITY & CHECK POINTS**

Student eligibility for these activities is monitored periodically throughout the school year. A check is made when report cards are distributed and at the appropriate mid-point of each marking period. Special activities for each grade level are scheduled after these designated checkpoints. Students maintain their eligibility for participation if they do not have:

- a behavior grade of U in any class (Behavior is Unsatisfactory)
- more than one behavior grade of N (Behavior Needs Improvement)
- In or Out-of-School suspension

## **CHECKPOINT DATES WILL TAKE PLACE EVERY 4 – 5 WEEKS THROUGHOUT THE YEAR**

Checkpoints have been scheduled to be approximately five weeks apart. Students who are ineligible to participate in our special activities have an opportunity to improve their behavior and restore their eligibility in a short period of time. Students re-establishing their eligibility will be able to participate in the next set of scheduled activities. Please contact the school office if you have any questions about our positive reward system.

## **OTHER CLUBS**

Besides student government, a variety of other clubs and organizations are available for students. These include:

FACT (Fun Academic Contests Team)  
Student Success Great Opportunities Fun Activities After School Rush (SOAR)  
Science Olympiad  
Ski and Snowboarding Club  
Yearbook Staff

## **STUDENT GOVERNMENT**

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

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

# **8. ATHLETICS**

## **ATHLETIC OVERVIEW**

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

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

## **ATHLETIC ELIGIBILITY**

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

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

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

## **ATHLETIC OFFERINGS**

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

## **INTRAMURAL SPORTS OFFERINGS**

At Mason Middle School we believe that adolescents should be active participants in many activities. Intramurals offer students the opportunity to learn fundamentals, sportsmanship, and fair play.

### **Intramural Offerings:**

6<sup>th</sup> & 7<sup>th</sup> Flag Football (co-ed)  
6<sup>th</sup> grade Swimming (co-ed)  
7<sup>th</sup> & 8<sup>th</sup> grade Swimming (co-ed)  
6<sup>th</sup> grade Boys Basketball  
6<sup>th</sup> grade Girls Basketball  
7<sup>th</sup> & 8<sup>th</sup> Boys Basketball  
7<sup>th</sup> & 8<sup>th</sup> Girls Basketball

6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade Dance Team  
6<sup>th</sup> grade Wrestling  
6<sup>th</sup> grade Girls Volleyball  
7<sup>th</sup> & 8<sup>th</sup> Volleyball (co-ed)  
6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Golf (co-ed)  
6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Cheerleading  
6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade Cross Country (co-ed)  
6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade Tennis (co-ed)

Instruction, practice, and competition will make up the intramural program. Generally, intramural activities will take place immediately after school and conclude at 4:00 P.M. Swimming programs will be an exception. Times for swimming will be based on availability of the high school pool.

## **SPORTSMANSHIP AT ATHLETIC CONTESTS**

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

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

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

## **TRANSPORTATION OF STUDENTS – SCHOOL-SPONSORED ACTIVITIES**

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

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

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

The district does not permit the transportation of student participants by other students to and/or from school-sponsored away events.

However, in the event that a practice is regularly scheduled off campus (i.e. golf), exceptions will be granted upon parental request.

## **9. STUDENT CONDUCT EXPECTATIONS**

### **BUS CONDUCT**

Riding the bus to and from school is a privilege. The bus driver has the authority to assign seats. In some circumstances, it may become necessary to deny service to a student.

This situation can be avoided by adhering to the following nine rules:

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

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

## **CAFETERIA EXPECTATIONS**

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

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

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

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

## **CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES**

Board of Education Policy 8280: Cell Phones, Camera/Video and Other Wireless Communication Devices (WCDs)

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

1. Students are prohibited from using cell phones or WCDs or having them "on" in school buildings during school hours. "Using" refers to not only the making and/or receiving of calls, but also using the cell phone or WCD for *any* other purpose. Cell phones and other WCDs shall be turned off and stored away.
2. Student use of cameras or the camera/video function of cell phones or WCDs is strictly prohibited in locker rooms, dressing rooms or restrooms in Mason Schools or any school district where a school activity or an athletic event is occurring.
3. Students may use cell phones or WCDs before or after school, and in school vehicles.
4. The district is not responsible for the loss, theft, damage, or vandalism to student cell phones or WCDs.
5. A building administrator may grant permission for a student to use a cell phone or WCD at any time or place.
6. If there is reasonable suspicion that a cell phone, audio/video playback device or WCD has been used to violate Board policy or the Student Code of Conduct, it will be confiscated and its contents will be subject to search and review.

Adopted: 04/19/04

Revised: 06/08/10

At the middle school, if a student carries a wireless communication device without written permission or uses the device beyond the scope of the policy, a teacher, staff member or administrator may immediately confiscate the device and turn it into the office. The device will be returned to the parent only.

## **CHEATING**

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

## **ELECTRONIC DEVICES**

Unless prior administrative approval is secured, the following are not permitted at school: radios and laser pointers. The following items must remain in the student's locker during the school day: portable CD players, electronic games, digital cameras, personal iPods, or other electronics. Students cannot use iPods, phones, etc. to take videos in school. Students who do not abide by these regulations will have their electronic devices taken from them and placed in the office.

## **ETHICAL USE OF COMPUTER TECHNOLOGY**

### **Definition of Terms**

1. Users - A user is defined as any staff person, student, or community member of the Mason Public School District.
2. Computing Systems - Any computer or computer peripheral owned by Mason Public Schools or used on the premises of Mason Public Schools.
3. Network - Any network systems on the premises of Mason Public Schools or networks accessed via Mason Public School computers.

### **User Rights**

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

### **User Responsibilities**

1. Privacy - User shall not intentionally seek information on or obtain copies of data files belonging to another person unless authorized by that person.
2. Passwords
  - A. Users shall not seek passwords or use passwords belonging to another person.
  - B. Users shall take precautions to secure access of their personal password from others.
3. Security
  - A. Users shall not attempt to infiltrate or knowingly infiltrate a computing system or network or alter the software components of a computing system or network or import files which will jeopardize the security of the computing systems or the network.

- B. Users shall not load software on computers without permission of instructor or computing coordinator.
4. Integrity
    - A. Users shall not use a computing system or network to harass others or develop software programs that harass others.
    - B. Users shall not use a computing system or network to gain access to pornography, obscenity or otherwise inappropriate text files, or communicate pornography, obscenity or otherwise inappropriate text files.
    - C. Users shall have all disks scanned for viruses by authorized district personnel before they are used in district systems.
    - D. Users shall not use a computing system or network in a destructive or malicious manner.
  5. Non-instructional Use - Users shall not use a computing system or network for commercial or for-profit purposes, personal or private business, or political activity. However, personal e-mail (person-to-person) is permitted; but mass mailings (junk mailing or bombing) are not permitted.
  6. Recreational Games - Users shall not use a computing system or network for recreational games unless expressly approved.
  7. Copyright
    - A. Users shall not copy software with out written permission from publisher.
    - B. Users shall not copy documents or files without permission of author.
    - C. C. Users shall cite references for all data accessed via computing system or networks.
    - D. Users shall not install copyrighted regulations of the Mason Public School District and Merit Network.
  8. Accountability - Users have the responsibility to monitor all materials received via technology systems to assure that they comply with responsible usage.

**Consequences of Unethical Use**

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

**ROLLERBLADES/SKATEBOARDS/SCOOTERS**

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

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

Students who do not abide by the policy will have their rollerblades/skateboards/scooters/shoes taken from them and placed in the office. Parents may pick up the blades/boards, but these students will be unable to bring them to school for the remainder of the year. If a student who has broken the rule does bring the rollerblades/skateboard/scooters/shoes to school, it/they will be confiscated and not returned until the end of the school year.

## **STUDENT COOPERATION AND RESPECT**

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

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

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

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

## **10. STUDENT CODE OF CONDUCT**

### **INTRODUCTION**

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

### **GENERAL STATEMENTS REGARDING ALL OFFENCES**

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

### **DUE PROCESS**

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

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

Assistant Principal  
Principal  
Executive Director of Curriculum  
Superintendent



## **Assaults and Threatening Behavior (Board of Education Policy 8140)**

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

### **Definitions**

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

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

### **Assaults Committed Against Adults**

#### **Physical Assaults**

The Board may permanently expel a student in grade 6 or above if the student commits a physical assault against a District employee or against a person engaged as a volunteer or contractor for the District on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

#### **Verbal Assaults**

The Board may suspend for up to 180 days or expel any student in grade 6 or above, who commits a verbal assault against a District employee or against a person engaged as a volunteer or contractor for the District on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

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

#### **Physical Assaults**

The Board may suspend for up to 180 days or expel a student in grade 6 or above if the student commits a physical assault, against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

#### **Verbal Assaults**

The Board may suspend for up to 180 days or expel any student in grade 6 or above, who commits a verbal assault against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

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

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

LEGAL REF: MCL 380.1310; 380.1311a

Adopted: 06-23-03

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

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

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

### **BULLYING IS PROHIBITED**

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

### **DEFINITION OF BULLYING**

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

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

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

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

### **REPORTING AND INVESTIGATING REPORTS OF BULLYING**

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

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

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

Adopted: 04/16/2012

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

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

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

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

Adopted: 06-23-03

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

## **EXPULSION (Board of Education Policy 8150)**

The disciplinary process for violent, abusive, illegal or threatening behaviors may include a recommendation to the Board of Education for long-term suspension or expulsion for up to 180 days or for permanent expulsion. When a recommendation is made the following conditions will apply:

1. Notification for meetings shall be mailed.
2. The administration will submit an expulsion recommendation for student behavior as outlined in any Public Act pertaining to school safety.
3. This process will be in effect from grade 6 through 12.

**Students who are expelled from Mason Public Schools are not permitted on school property or admitted to any school functions.**

Any student expelled pursuant to this Administrative Regulation shall have entered on his/her permanent record that he or she has been expelled pursuant to the law and this Administrative Regulation of the Board. Students expelled from the District pursuant to MCLA 380.1311 shall not be eligible for enrollment in the District unless they have been reinstated pursuant to the act.

## **DEFINITIONS**

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

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

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

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

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

### **IN-SCHOOL SUSPENSION / OUT-OF-SCHOOL SUSPENSION**

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

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

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

### **MINOR DISCIPLINARY INCIDENTS**

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

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

**Second incident:** Saturday Detention and parent contact.

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

Specific consequences for some minor disciplinary incidents are listed below:

#### **AFTER SCHOOL MISBEHAVIOR**

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

#### **CAFETERIA MISBEHAVIOR**

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

#### **DISPLAYS OF AFFECTION**

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

## **ELECTRONIC DEVICES**

Unless prior administrative approval is secured, the following are not permitted at school: radios and laser pointers. The following items must remain in the student's locker during the school day: portable CD players, electronic games, digital cameras, personal iPods, or other electronics. Students who do not abide by these regulations will have their electronic devices taken from them and placed in the office.

**First Offense** - Student sent to office. Item returned to student at the end of school that day. **Second Offense** - Detention - Parents may pick up the device. **Third Offense** - In School Suspension – Parents will have to come to the office to pick up the device.

## **TARDINESS/TRUANCY CONSEQUENCES**

The consequences for tardiness and truancy are provided below. The definition concerning each of these terms can be found in the "Attendance" section of the handbook.

### **TARDIES (unexcused)**

**First tardy:** Warning issued.

**Second tardy:** Teacher assigned consequence.

**Third tardy:** Parent contacted.

**Fourth tardy:** Morning detention and a behavior grade of "N" will be issued.

**Fifth tardy:** Saturday Detention and behavior grade of "U" will be issued.

**Sixth tardy:** In-school suspension.

**Seventh tardy and above:** Out-of-school suspension.

### **TRUANCY**

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

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

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

## **MAJOR DISCIPLINARY INCIDENTS**

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

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

**Alcohol:** Consumption; possession; being under the influence; distribution and/or selling of alcoholic beverages or substances represented as such.

**Arson:** Attempting or committing arson on school property.

**Bomb Threat:** Any verbal or written act by a student that is connected to making a bomb threat or jeopardizing the safety of the building, students, or staff.

**Computer Misuse:**

Inappropriate use of the computer systems or networks. Consequences for this Infraction may include but are not limited to: loss of computer privileges, in-school Suspension, out of school suspension, removal from the course or expulsion.

**Dangerous Weapon:**

Possession of a dangerous weapon (firearm [including a starter gun] or any device, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, stiletto, dirk, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or other destructive device as defined and prohibited by state and/or federal law) or explosive device (explosive, incendiary, poison gas, pepper gas, or other destructive device as defined and prohibited by state and/or federal law) in a weapon-free school zone.

**Weapon:**

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

**Drugs/Narcotics:** Unauthorized use, possession, under the influence, distribution and/or selling of an illegal or controlled substance (marijuana, barbiturate, amphetamine, etc.), drug, substitute drug, or drug paraphernalia.

**Insubordination:** School personnel have the right to make a directive that is in the best interest of students and the school. Any outward defiance is considered insubordination.

**Intimidation/**

**Hazing/Bullying:** See Board Policy on p. 21-23

**Physical Altercation/**

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

**Physical**

**Assault:** See Board Policy on p. 21, 22.

**Verbal  
Harassment/  
Intimidation:**

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

**Sexual Harassment/**

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

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

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

**Vandalism:** Purposely destroying/damaging school property or personal property of others.

**Verbal assault:** See Board Policy on p. 21, 22.

### **MISCONDUCT PRIOR TO ENROLLMENT**

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

### **PERSISTENT DISOBEDIENCE**

Students who continue to establish a pattern of misconduct may be placed on persistent disobedience. This status indicates that a student has been unable to consistently change behavior to an acceptable and appropriate degree. When placed at this level of discipline, consequences for inappropriate behavior are administered at a more serious level. Office referrals for these individuals will result in automatic suspension for one, three, five, seven, or ten days. Students who reach persistent disobedience will be informed of the reasons for placement on this status. Parents will be notified by certified mail. Students may earn removal from this level of discipline by remaining free of misconduct in any area for 45 school days. **PARENTS ARE ENCOURAGED TO CONTACT THE STUDENT SERVICES OFFICE FOR ASSISTANCE IN ADDRESSING THE CHILD'S NEEDS.**

### **SATURDAY DETENTION**

Students may be assigned to Saturday Detention as a part of the discipline process. They are to report to school at 8:00 A.M. and remain until 10:00 A.M. During that time, they are to have study materials to work on or a book to read for the entire time. No electronic devices will be permitted, such as game boys, iPods, CD players, cell phones, etc. This is a required study time. Students are expected to remain quiet and on task during the entire time. Short breaks will be given during the two-hour time period. **Students must be picked up promptly at 10:00 A.M.** If the student does not attend the assigned Saturday Detention, an out-of-school suspension will result.

### **SPECIAL PROJECTS**

Special work/community projects may be assigned for improper conduct. The nature of such special projects will be determined by the teacher or the administrator. Such projects are intended to reinforce the importance of proper behavior by the student

## **DISTRICT INFORMATION**

### **ANNUAL NOTICE OF STUDENT RECORD PRIVACY POLICY (Board of Education Policy 8270)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records.

Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.

2. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contesting information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination.
3. To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

All requests to inspect, review, correct, and control the disclosure of student records/information should be directed to the building principal.

### **COLD WEATHER**

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

### **DIVORCED PARENTS' ACCESS TO CHILDREN'S RECORDS**

#### *Parent/Teacher Conferences*

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

#### *Written Records*

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

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

The Board shall be an equal opportunity employer. The District shall not discriminate against any person based on gender, race, color, national origin, religion, height, weight, marital status, handicap, age or disability. The Superintendent is responsible for ensuring compliance and continued implementation of this policy consistent with applicable federal, state, and local laws. (Adopted 11/08/04)



## Memorandum of Designated Employee

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

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

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

Chief Financial Officer for Business and Human Resources  
Mason Public Schools  
400 S. Cedar Street  
Mason, MI 48854  
(517) 676-2484

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

### Non-Discrimination Procedures

#### General Provisions

The Superintendent shall establish and maintain procedures to ensure compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 200d, et seq.; and 42 U.S.C. §§ 200e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; the Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and the Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

#### Coordinators

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

Special Education Director  
Mason Public Schools  
400 S. Cedar Street  
Mason, MI 48854  
(517) 676-2484

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

Chief Financial Officer for Business and Human Resources  
Mason Public Schools  
400 S. Cedar Street  
Mason, MI 48854  
(517) 676-2484

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

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

**Complaint Procedures**

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

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

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

**Infectious Diseases**

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

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

|   |           |  |
|---|-----------|--|
| Scabies                                 | 4-6 weeks | Until under treatment  |
| Scarlet Fever                           | 1-3 days  | Approximately 24 hours after doctor's treatment with antibiotics |
| Source: Ingham County Health Department |           |  |

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

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

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

**INSTRUCTIONAL MATERIALS INSPECTION BY PARENTS OR GUARDIANS**

Section 1061 of the *2001 No Child Left Behind* Act grants parents and guardians the right to inspect any instructional materials used in the curriculum. If you desire to inspect such materials, please notify the building principal at least three business days prior to the requested inspection date.

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

All teachers shall supply make-up work assignments when requested by the student or parents/guardians.

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

**MASON BOARD OF EDUCATION MEETINGS**

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

**NOTICE OF EDUCATIONAL SERVICES FOR HOMELESS CHILDREN AND YOUTH (Board of Education Policy 8050)**

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

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

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

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

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

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

Executive Director of Curriculum  
Mason Public Schools  
400 S. Cedar Street  
Mason, MI 48854  
(517) 676-2484

## **NCLB NOTICE TO PARENTS-PROFESSIONAL QUALITY OF TEACHERS**

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

- Whether the Michigan Department of Education has licensed or qualified the teacher for the grades and subjects in which the individual teaches.
- Whether the Michigan Department of Education has decided that the teacher may teach in the classroom without being licensed or qualified under the state regulations because of special circumstances.
- The teacher's college major, and whether the teacher possesses any advanced degrees and the subjects of the advanced degrees.
- Whether any teacher's aides or similar paraprofessionals provide service to your child and, if they do, their qualifications.

If you would like to receive any of the information, please contact the Assistant Superintendent for Human Resources at 676-2484. Thank you.

## **NOTIFICATION OF RIGHTS – PROTECTION OF PUPIL RIGHTS AMENDMENT (Board of Education Policy 7070 & 7080)**

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education ...
  1. Political affiliations or beliefs of the student or students' parents;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of ...*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use ...
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

Mason Public Schools has established these regulations to ensure these rights and protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The building administrator will directly notify parents/guardians of these regulations at least annually at the start of each school year in the Parent-Student Handbook and after any substantive change. The District, through the building administrators, will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents/guardians to opt their children out of participation of the specific activity or survey. Parents/guardians also will be provided an opportunity to review any pertinent surveys. The notification of the planned activities and surveys will be provided in a reasonable time period to enable parents/guardians to review the materials and respond to the opt-out provision. The list of the specific activities and surveys covered under this requirement is as follows:

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

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

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

## **PROTECTION OF PUPIL RIGHTS: CONSENT OR OPT-OUT PROVISIONS**

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

## **RIGHT TO REQUEST TEACHER QUALIFICATIONS**

Under provisions of the *No Child Left Behind Act of 2001*, parents and guardians have the right to request information regarding the professional qualifications of their child's classroom teacher(s). Upon written request, the district will provide the following information concerning the teacher(s):

- a. college or university undergraduate degree major and/or graduate degree field of study;
- b. certification status – grade level and subjects;

If requested, the district will provide the name and qualifications of any paraprofessional providing Title I assistance. Written requests for information regarding the professional qualifications of teachers and paraprofessionals should be made to:

Chief Financial Officer for Business and Human Resources  
Mason Public Schools  
400 S. Cedar Street.  
Mason, MI 48854  
(517) 676-2484

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

### **School Property**

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

### **Vehicles**

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

### **Students and Personal Property**

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

### **Strip Searches**

School authorities shall conduct no strip searches.

### **Law Enforcement Searches**

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

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

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

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

### **Definitions Of Sexual Harassment**

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

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

The sexual harassment of a Board member, employee, student, or agent of this District is strictly forbidden. The Superintendent is responsible for ensuring compliance and continued implementation of this policy.

(Adopted 11/08/04)

Adopted: 06-23-03

Revised: 05-11-09