

2018-19 Mason Middle School Student/Parent Handbook



School Day Time Schedule

6 th Grade		7 th and 8 th Grade	
1 st hour	7:40 - 8:35	1 st hour	7:40 - 8:35
2 nd hour	8:39 - 9:34	2 nd hour	8:39 - 9:34
3 rd hour	9:38 - 10:33	3 rd hour	9:38 - 10:33
4 th hour	10:37 - 11:03	LUNCH A	LUNCH B
LUNCH	11:03 - 11:33	LUNCH 10:33 - 11:03	4 th hour 10:37 - 11:33
4 th hour	11:37 - 12:02	4 th Hour 11:07 – 12:03	LUNCH 11:33 - 12:03
PAWS	12:07 - 12:37	PAWS	12:07 - 12:37
5 th hour	12:41 - 1:36	5 th hour	12:41 - 1:36
6 th hour	1:40 - 2:35	6 th hour	1:40 - 2:35

Delayed Start Wednesdays (All Grades)	
1 st hour	8:40 - 9:30
2 nd hour	9:34 - 10:24
LUNCH 6th Grade	
3 rd hour (Lunches A & B)	10:24 - 11:18
3 rd hour (6 th Grade)	10:58 - 11:48
LUNCH A	
LUNCH	11:18 - 11:48
LUNCH B	
4 th hour	11:22 – 12:12
4 th hour	11:52 – 12:42
4 th hour (6 th Grade)	11:52 – 12:42
5 th hour	12:46 - 1:36
6 th hour	1:40 - 2:35

Student Name _____

Home Room _____

Mason Public Schools VISION STATEMENT

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

Mason Public Schools MISSION STATEMENT

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

ADMINISTRATIVE RIGHT TO IMPLEMENT NEW RULES AND REGULATIONS

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

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

<http://www.masonk12.net>

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

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

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

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1. FORWARD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018 the language in the most current policy or administrative guideline prevails.

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or main office, or access the document on the District's website: www.masonk12.net by clicking on "School Board" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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2. CONTACT INFORMATION

Board of Education:

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

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

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

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

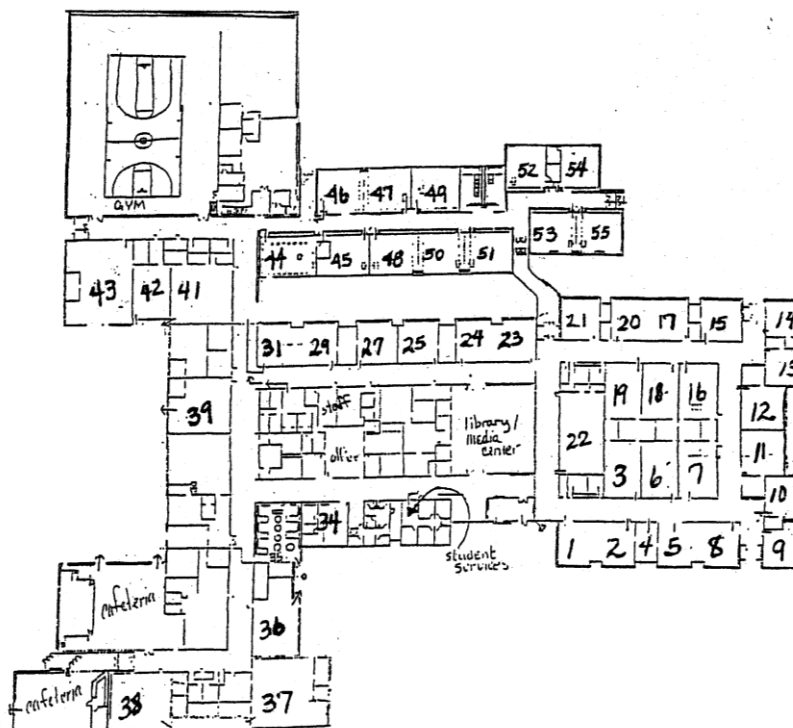
Tim Ayres, Trustee
E-Mail: tim@fluidchillers.com

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

Steve Duane, Trustee
E-Mail: duaneste@gmail.com

3. GENERAL INFORMATION

MASON MIDDLE SCHOOL FLOOR PLAN



SCHOOL HOURS

Classes begin at 7:40 A.M.

Classes end at 2:35 P.M.

Half Day Schedule: 7:40 A.M. – 11:00 A.M.

Regular School Office Hours: 7:00 A.M. – 3:45 P.M.

STUDENT DROP-OFF AREAS

Students should not arrive at school before 7:25 a.m. and may not enter the building until that time. Students are to be dropped off at the front entrance, the cafeteria entrance, or the north gym entrance. Eighth graders are to wait in the vestibule areas until the 7:25 a.m. bell. Seventh and sixth graders are to wait in the cafeteria, where they are supervised, until the 7:25 bell.

VISITORS

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

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

4. ATTENDANCE

ATTENDANCE OVERVIEW

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

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.

EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the principal

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

ATTENDANCE LETTERS

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

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

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

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

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

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

COMPULSORY SCHOOL ATTENDANCE

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

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

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

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

ENTERING OR LEAVING SCHOOL

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

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

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

PERSONAL TRIP ABSENCES

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

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

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

Other class work or activities (such as labs, presentations, lectures, discussions, films, and oral quizzes) are impossible to make up. Grades may suffer as a result of missing this type of classroom experience.

Any classroom preparation for tests and quizzes cannot be made up.

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

REQUESTING MAKE-UP WORK

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

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

TARDINESS

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

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

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

TRUANCY

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

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

5. EMERGENCY PROCEDURES

FIRE, LOCK DOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a fire alarm buzzer sounding (*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 will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

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

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.

6. 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.

CURRICULUM

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

GRADE REPORTING

Students will receive report card grades three times during the school year. Each marking period consists of approximately 12 weeks. The report cards will be posted to Skyward at the end of the marking period. Parents are urged to review and discuss the report cards with their children.

IMMUNIZATIONS

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

PARENT 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. For more information, please see [Board Policy 2112](#).

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 October and February. Additionally, each teacher at Mason Middle School has a daily conference period when he/she can be contacted by parents.

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

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

Spectator/Participant - Parents have several opportunities to view their children in co-curricular and extracurricular activities. Classroom plays, drama plays, athletic contests, band concerts, and choral presentations are just a few examples of activities parents can attend at Mason Middle School.

See Board Policy [2112](#) - **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

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

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 3:25 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.

MEDICATIONS

USE OF MEDICATIONS

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

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

- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens:

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

Nonprescribed (Over-the-Counter) Medications

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

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

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

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

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 August 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.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

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 an Instant Alert System, which will send messages to email, and/or primary phones or cell phones depending on the severity of the specific emergency. The Instant Alert System is the official district message in case of school closure and/or delay. School closing and delay information can also be accessed at the Mason Public Schools' website, www.masonk12.net, and will be announced on local television/radio stations. When school is closed for inclement weather, decisions regarding all school events will be made by the administration.

MIDDLE SCHOOL COMMUNICATIONS

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

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

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

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

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

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

For purposes of this policy:

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

4. the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

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

M.C.L. 333.12601 et seq.
M.C.L. 380.1170
M.C.L. 750.473
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
MDE Board Policy on 24/7 Tobacco-Free Schools
© Neola 2012

7. 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.

FIELD TRIPS

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

ENROLLING IN THE SCHOOL

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

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

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

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

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

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

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

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

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

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

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

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

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

LUNCH PERIODS

Lunch times for students are:

LUNCH A (7 th and 8 th grades)	10:33 - 11:03 a.m.
LUNCH B (6 th grade)	11:03 - 11:33 a.m.
LUNCH C (7 th and 8 th grades)	11:33 a.m. - 12:03 p.m.

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

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

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

MESSAGES AND TELEPHONE USE

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

SCHEDULING AND ASSIGNMENT

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

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

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

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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

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

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

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 3:25 P.M.**

STUDENT DRESS

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

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

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

Guidelines for student dress are listed below:

- Shirts that expose the stomach, back, or cleavage are not appropriate.
- All undergarments must be covered. Students are not allowed to "sag" their pants exposing undergarments or athletic shorts.
- Skirts/shorts/dresses must be appropriate for the school setting. A standard guideline for appropriate skirt/short/dress length is past the fingertips when arms are extended down.

- Clothing that displays alcohol, drugs, tobacco, gang association, weapons, sexual or suggestive references, profanity, violence, intimidation or organizations promoting any of these are not appropriate.
- Shoes must be worn at all times.
- Sharp and/or spiked jewelry or chains are not appropriate.
- Skin tight clothing or clothing that has excessive holes may be deemed inappropriate for the school setting.
- Particular clothing and hairstyles must be regulated in certain laboratory situations if machines, fire or the use of chemicals presents a safety hazard.
- Coverage of the body is expected at all times. This dress code applies to all school sponsored activities/events. The building administration reserves the right to interpret appropriateness.
- Students are not permitted to wear hats or headwear including hoods and bandanas during the school day.

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

First offense: Student must change into appropriate clothing, detention

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

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

Students who are representing [the school] at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

STUDENT ASSISTANCE/STUDENT SERVICES

The Student Services department consists of a social worker 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.

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

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

8. EXTRACURRICULAR ACTIVITIES

INTRODUCTION & PHILOSOPHY

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

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

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. The Board authorizes many student groups that are sponsored by a staff member. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

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

ACTIVITY TIMES, DANCES, AND GUIDELINES

During the year there will be several afternoons or evenings 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. Students should make arrangements for transportation home prior to attending.
2. A student cannot reenter once he/she has left.
3. School clothes will constitute acceptable dress.
4. Activities are for Mason Middle School students only.
5. Students behaving in a disrespectful manner will be asked to leave. Further discipline may result.

ASSEMBLIES

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

OTHER CLUBS

A variety of other clubs and organizations may be available for students through the school or community. These include:

Yearbook Staff
Cheerleading
National Junior Honor Society (8th Grade Only – Students must meet certain requirements and apply.)
Leo's Club
Swimming
Tennis

9. 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 are earning an academic grade of D in 50 percent of a full class load 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 must be passing more than 50 percent of a full class load to be eligible for athletic competition. A behavior grade of U also makes a student ineligible. If ineligible athletes fail to show improvement under the weekly eligibility, they will remain ineligible. If the student shows improvement, he/she will become eligible for competition the following week. An ineligible athlete may practice and travel with the team, but may not dress for or play in the events or wear game jersey to school on game day.

ATHLETIC OFFERINGS

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

SPORTSMANSHIP AT ATHLETIC CONTESTS

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

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

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

10. STUDENT BEHAVIOR EXPECTATIONS

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

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.

PENALTIES FOR INFRACTIONS ON BUS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

CAFETERIA EXPECTATIONS

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

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

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

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

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

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

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

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

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

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

CHEATING

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

ETHICAL USE OF COMPUTER TECHNOLOGY

DEFINITION OF TERMS

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

USER RIGHTS

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

USER RESPONSIBILITIES

1. Privacy - User shall not intentionally seek information on or obtain copies of data files belonging to another person unless authorized by that person.
2. Passwords
 - A. Users shall not seek passwords or use passwords belonging to another person.
 - B. Users shall take precautions to secure access of their personal password from others.

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

CONSEQUENCES OF UNETHICAL USE

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

ROLLERBLADES/SKATEBOARDS/SCOOTERS

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

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

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

STUDENT COOPERATION AND RESPECT

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

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

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

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

10. STUDENT CODE OF CONDUCT

STUDENT DISCIPLINE CODE

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

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

GENERAL STATEMENTS REGARDING ALL OFFENSES

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

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

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

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

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

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

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

NOTIFICATION

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

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

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

REPORTING

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

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

IMPLEMENTATION

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

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

PROCEDURE

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

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

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible

for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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

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

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

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

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

NON-RETALIATION/FALSE REPORTS

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

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

DEFINITIONS

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

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

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

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

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

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

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

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

FORMS OF DISCIPLINE

In-School Suspension (Restriction)

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

Removal of a Student from School Pending Investigation/Emergency removal

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

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

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

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

DUE PROCESS RIGHTS

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

See board policy 5611 - DUE PROCESS RIGHTS

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

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

Suspension from School

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

Discipline of Students with Disabilities

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

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

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

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

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

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

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

PHYSICAL AND VERBAL ASSAULT

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

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

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

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

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

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

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

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

students so expelled, and the types of firearms and weapons that were brought into the weapon-free school zone and other reasons listed in Policy 8400.

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

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District Form 5610.01 F1.
- E. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
 1. the extent to which reinstatement would create a risk of harm to students or school personnel;
 2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
 3. the age and maturity of the student;
 4. the student's school record before the expulsion incident;
 5. the student's attitude concerning the expulsion incident;
 6. the student's behavior since the expulsion and the prospects for remediation;
 7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - b. participate in an anger management program or other counseling activities;
 - c. cooperate in processing and discussing periodic progress reviews;
 - d. meet other conditions deemed appropriate by the committee
 - e. accept the consequences for not fulfilling the agreed-upon conditions.

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

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

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

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

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

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

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

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

GANGS

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

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

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

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.***

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school.

Assignments may be obtained from the main office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

MINOR DISCIPLINARY INCIDENTS

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

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

Second incident: Saturday Detention and parent contact.

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

Specific consequences for some minor disciplinary incidents are listed below:

AFTER SCHOOL MISBEHAVIOR

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

CAFETERIA MISBEHAVIOR

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

DISPLAYS OF AFFECTION

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

TARDINESS/TRUANCY CONSEQUENCES

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

TARDIES (unexcused)

First tardy: Warning issued.

Second tardy: Teacher assigned consequence.

Third tardy: Responsible Thinking Referral/Plan and parent contacted

Fourth tardy: Review Responsible Thinking Referral/Plan

Fifth tardy: Lunch detention assigned

Sixth tardy: Two lunch detentions

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

TRUANCY

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

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

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

MAJOR DISCIPLINARY INCIDENTS

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

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

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

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

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

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

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

Arson: Attempting or committing arson on school property.

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

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

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

- Drugs/Narcotics:** Unauthorized use, possession, under the influence, distribution and/or selling of an illegal or controlled substance (marijuana, barbiturate, amphetamine, etc.), drug, substitute drug, or drug paraphernalia.
- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non-alcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.
- Gross Misconduct:** Any behavior that seriously endangers the safety and well-being of students or adults and/or disrupts the learning environment in the school, occurring on school property, or at school sponsored events.
- Insubordination:** School personnel have the right to make a directive that is in the best interest of students and the school. Any outward defiance is considered insubordination.
- Hazing:** See Board of Education Policy 5516 on p. 24 of this handbook.
- Intimidation/Bullying:** See Board of Education Policy 5517.01 on pp. 23-24 of this handbook.
- Knowledge of Dangerous Weapons/Threats of Violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
- Physical Altercation/Fighting:** Any incident where two or more students mutually escalate a disagreement that ends with pushing, shoving, or fisticuffs. The degree and nature of the severity of the incident will determine the consequences and punishment. Administration ~~should~~ will determine the severity of the incident.
- Physical Assault:** See Board of Education Policy 5610.01 on p. 22 of this handbook.
- Verbal Harassment/Intimidation:** Racial, ethnic, religious, or sexual comments/slurs, degrading personal remarks, credible threats of violence or property damage intended to intimidate or harass based upon race, ethnicity, religion, gender, or sexual orientation, and comments intended to or having the effect of inciting violence or disruption of the educational process.
- Sexual Harassment/Misconduct:** Any unwelcome or unwanted sexual advances, other verbal, written or physical conduct or gesture of a sexual nature that is unwanted or unwelcome to a student or adult.
- Theft:** Taking/stealing something that does not belong to you without permission or knowledge of the owner and /or not paying for the item.
- Tobacco:** Possession, use, sale or furnishing of tobacco products, including smoke-less tobacco products.
- Vandalism:** Purposely destroying/damaging school property or personal property of others.
- Verbal Assault:** See Board of Education Policy 5610.01 on p. 22 of this handbook.

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

MISCONDUCT PRIOR TO ENROLLMENT

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

PERSISTENT DISOBEDIENCE

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

PHYSICAL AND VERBAL ASSAULT (Board of Education Policy 5610.01)

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

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

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

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

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

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

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

SATURDAY DETENTION

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

STUDENT HAZING (Board of Education Policy 5516)

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

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

Hazing involves conduct such as but not limited to:

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

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

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

12. OTHER INFORMATION

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.

SCHOOL CLOSINGS

The district currently uses an Instant Alert System, which will send messages to email, and/or primary phones or cell phones depending on the severity of the specific emergency. The Instant Alert System is the official district message in case of school closure and/or delay. School closing and delay information can also be accessed at the Mason Public Schools' website, www.masonk12.net, and will be announced on local television/radio stations. When school is closed for inclement weather, decisions regarding all school events will be made by the administration.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

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

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

STUDENT RECORDS

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

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

See Board Policy: [8330 - STUDENT RECORDS](#)

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

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found <http://masonk12.net>.

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

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

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

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

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

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her; or parents
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

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

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

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

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

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

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 EDUCATIONAL OPPORTUNITY

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

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

Rick Brooks
Director of Human Resources
517-676-2484
brooksr@masonk12.net

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

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

INDIVIDUALS WITH DISABILITIES

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

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

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

MAKE-UP OPPORTUNITIES

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

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

STUDENT RIGHTS OF EXPRESSION

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

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

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

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

SCHOOL PROPERTY

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

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

STUDENT PERSON AND POSSESSIONS

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

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

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

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

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

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

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

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L. 380.1306

U.S. Constitution, 4th Amendment

HARASSMENT

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

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the director of Human Resources at phone (517) 676-2484. Complaints will be investigated in accordance with AG 5517.

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

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests,

volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

Harassment

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

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

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

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

Hazing - (Board of Education Policy # 5516)

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

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

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

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain

- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

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

Bullying and Other Aggressive Behavior (Board of Education Policy 5517.01)

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

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

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

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

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

Notification

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

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

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

Implementation

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

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

Procedure

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

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

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

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

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

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