

Student/Parent Handbook

2017-2018



MASON HIGH SCHOOL



“To Inspire, To Empower, To Succeed”

School Day Time Schedule

1st hour			7:40-8:53 a.m.
2nd hour			8:58-10:11 a.m.
	1st	<i>Lunch</i>	10:11-10:41 a.m.
	Lunch	<i>Class</i>	10:46-11:59 a.m.
		<i>Class</i>	10:16-10:51 a.m.
3rd hour	2nd	<i>Lunch</i>	10:51-11:21 a.m.
	Lunch	<i>Class</i>	11:25-11:59 a.m.
		<i>Class</i>	10:16-11:29 a.m.
	3rd	<i>Lunch</i>	11:29-11:59 a.m.
	Lunch		
4th hour			12:04-1:22 p.m.
5th hour			1:27-2:40 p.m.

Delayed Start – TIES Advisory Schedule

1st hour			8:40-9:30 a.m.
2nd hour			9:35-10:25 a.m.
	1st	<i>Lunch</i>	10:25-10:55 a.m.
	Lunch	<i>Class</i>	11:00-12:00 p.m.
		<i>Class</i>	10:30-10:58 a.m.
3rd hour	2nd	<i>Lunch</i>	10:58-11:28 a.m.
	Lunch	<i>Class</i>	11:32-12:00 p.m.
		<i>Class</i>	10:30-11:30 a.m.
	3rd	<i>Lunch</i>	11:30-12:00 p.m.
	Lunch		
TIES			12:05-12:45 p.m.
4th hour			12:50-1:45 p.m.
5th hour			1:50-2:40 p.m.

**Mason Public Schools
MISSION STATEMENT**

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

**Mason High School
MISSION STATEMENT**

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

**MASON HIGH SCHOOL
1001 S. Barnes Street
Mason, Michigan 48854
www.masonk12.net**

**Mr. Lance Delbridge, Principal
(517) 676-6487 – delbridgel@masonk12.net**

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

**Mr. Greg Lattig, Athletic Director
(517) 676-6535 – lattigg@masonk12.net**

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I. CONTACT INFORMATION

Mason High School

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

Additional District Numbers

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

Board of Education Members and Email Addresses

President: Kurt Creamer

E-Mail: kurt@ofsadvisors.com

Vice President: Christopher Mumby

E-Mail: mumbysu@gmail.com

Secretary: Laura Cheney

E-Mail: cheneyl@msu.edu

Treasurer: Ralph Beebe

E-Mail: ralph@high-eng.com

Trustee: Tim Ayers

Email: tim@fluidchillers.com

Trustee: Liz Evans

Email: lizevans66@gmail.com

Trustee: Steve Duane

Email: duaneste@gmail.com

II. GENERAL INFORMATION

Backpacks, Book bags, and Purses

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

Care and Use of the Building and Grounds

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

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

Change of Address

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

Driving and Parking

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

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

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

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

Emergency Procedures

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

Fire Drills

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

Tornado Warnings

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

Bomb Threat

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

Lock Down

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

Forms and Documentation Requests

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

Gym Locks

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

Hallways

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

Library Media Center

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

Lockers

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

Lost and Found

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

Media Consent

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

Military Recruiters

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

Parent/Teacher/Student Conferences

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

Police Department/School Partnership

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

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.

Student I.D.

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

Student Insurance

There is an opportunity for parents to purchase student insurance for their child through an "outside" insurance company, which handles the policies. Coverage may include dental injuries and other injuries, which may happen at school. These policies can be purchased for a nominal fee. Information is available in the main office.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

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

Telephone

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

Visitors to Mason High School

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

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

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

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

Work Permits

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

III. STUDENT ASSISTANCE

Counseling

Telephone: (517) 676-6519

Fax: (517) 244-6412

Registrar: Mrs. Pfost

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

Students whose last names begin with **A-G** have been assigned to **Ms. Williams**.

Students whose last names begin with **H-O** have been assigned to **Mrs. Hunter**.

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

Crisis Intervention Team

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

Emergency Assistance

Emergency numbers: for the following dial 911

Mason Police Department - 676-2458 Ingham County Sheriff - 676-2431

Mason Fire Department 224-9025 Ambulance - 676-3023

Emergency Services for physical or mental health crisis:

Sparrow Hospital Emergency Room - 364-4149

McLaren Emergency Room - 975-6000

CMH Emergency Services (suicide risk) - 346-8008

Child Protective Services (hotline) - 1-855-444-3911

Gateway Division of Child and Family Crisis line (runaway or homeless teen) - 1-877-833-3689

EVE (Domestic Violence shelter & support) - 372-5572

Counseling Service Agencies:

Ingham Counseling Center - 346-8318

Child and Family Services - 882-4000

MSU Child and Family Clinic - 432-2272

MSU Psychological Clinic - 355-9564

MSU Health Team, Psychiatric Clinic (teens, young adults) - 353-3070

Okemos Counseling Center - 349-5584

PAR Rehabilitation Services - 887-9801

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

Basic Needs:

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

Hotlines:

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

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

Special Education

Telephone (517) 676-6532	FAX (517) 676-6536
Deborah Disbro, Director	Nicole Brier, Psychologist
Suzette Patterson, Secretary	Kim Dickinson, Social Worker

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

IV. STUDENT INFORMATION

A. ACADEMICS

Academic Awards

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

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

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

Career Center - Wilson Talent Center (WTC)

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

Dual Enrollment

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

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

Assessment	Test Section	Minimum Dual Enrollment Qualifying Score
EXPLORE	Math	17
	Reading	15
	Science	20
	English	13
PLAN	Math	19
	Reading	17
	Science	21
	English	15
ACT	Math	22
	Reading	22
	Science	23
	English	18
COMPASS	Math	52
	Reading	88
	English	77
MME	ELA	2100
	Math	2100
	Science	2100
	Social Studies	2100
PSAT 8/9	Evidence Based Reading & Writing	460
	Math	510
PSAT 10	Evidence Based Reading & Writing	460
	Math	510
PSAT/NMSQT 11	Evidence Based Reading & Writing	460
		510
SAT	Evidence Based Reading & Writing	480
	Math	530
ACCUPLACER	Reading	TBD
	Writing	TBD
	Math	TBD

3. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class. The student's high school schedule is shortened in proportion to the number of college classes in which the student is dually enrolled.
4. Students interested in dual enrollment must dual enroll for the entire school year.
5. The college course (s) selected must meet the following qualifications:
 - A 3, 4, or 5 credit college course to earn one-half credit at the high school level per trimester. A student may enroll in a 2-credit course with the permission of their counselor.
 - A course offered by an eligible postsecondary institution that is not offered by Mason Public Schools.
 - A course offered by an eligible postsecondary institution that is offered by Mason Public Schools but is determined to not be available to the student due to a scheduling conflict.
 - A course that is not a hobby, craft or recreational course.
 - A course that is in a subject area other than physical education, theology, divinity, or religious education.
6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and

registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees.

7. If a student meets all the above conditions, is approved to register at the post-secondary institution, registers for a course and then later decides to drop the course, or the college/university initiates a withdrawal for attendance or academic reasons, the student and/or parent will be responsible for reimbursing the school district for any payments made by the school district to the post-secondary institution.
8. Mason High School students may take college courses that do not meet the dual enrollment requirements. However, such courses will not be part of the student's regular high school schedule, will not count for high school credit, and will not be paid for by the Mason Public School District.
9. A maximum of 12 credits earned outside of Mason High School (dual enrollment, correspondence, summer school, and/or Michigan Virtual High School) may be applied toward graduation.

Process For Dual Enrollment

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

Earning Credit through Dual Enrollment

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

Early Graduation

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

Final Exams

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

Senior Final Exam Waiver

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

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

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

Appeal Process

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

Grades

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

Graduation Requirements

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

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

English – 4 credits

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

Math – 4 credits

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

Science – 3 credits

- 1 credit in the Biological Sciences
- 1 credit in the Physical Sciences
- 1 credit in the Chemical Sciences

Social Studies – 3 credits

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

Computer Technology – 1/2 credit

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

Physical Education – 1 credit

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

Visual, Performing and Applied Arts – 1 credit

World Language – 2 credits

Electives – 9 credits

Credit Deficiencies

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

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

Personal Curriculum

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

Honor Roll

We believe it is important to celebrate excellence in academic achievement. In doing so, the Honor Roll is calculated each trimester and is published in the local and school papers. To qualify for the Honor Roll, a student must achieve a 3.5 GPA or better.

Honors/Advanced Placement

The honors curriculum at Mason High School offers the highly motivated student challenging opportunities for academic growth. Teacher recommendations for admission into the honors and AP classes are based on grade point average, motivation and other departmental requirements. The rigorous pacing and high level intensity of these courses enrich the scholarly development of the high achieving student.

Online Learning

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

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

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

Credit Recovery

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

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

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

Graduation Alliance

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

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

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

Parent/Student Access

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

If you already have a user account Login ID and Password, you can access Parent/Student Access at www.masonk12.net.

Reduced Schedules

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

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

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

Report Cards and Progress Reports

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

It is strongly recommended that parents and students view their academic progress throughout the school year over the Internet via parental access. See the “Parental Access” section for more information.

Schedule Changes

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

Changes for 1 st trimester	Form is due two weeks prior to the start of 1 st trimester
Changes for 2 nd trimester	Form is due two weeks prior to the start of 2 nd trimester
Changes for 3 rd trimester	Form is due two weeks prior to the start of 3 rd trimester

Listed below is information regarding schedule changes.

1. Schedule conflicts will be resolved and will receive first priority. Conflicts are defined as:
 - Hours for which there is no class scheduled
 - Hours for which there are duplicate classes scheduled
 - Classes in the schedule for which the student has not met appropriate prerequisites
 - Classes in the schedule which the student has already successfully completed
 - Classes in the schedule for which the student successfully tested out

2. Students who have been misplaced in a class may change their schedules in order to achieve a more appropriate placement. For example, a student placed in Spanish 2 may be moved back to Spanish 1 when the teacher, student, and principal agree that the student is misplaced.
3. Teacher requests must be submitted in writing and will not require an appointment with a counselor. Such requests will only be considered when the change does not disrupt the remainder of the student's schedule.
4. Students receiving special education services may have their schedule changed as is deemed appropriate by their assigned caseworker and the chair of the special education department.
5. Juniors and seniors approved for Capital Area Career Center or independent study may drop classes from their existing schedule to accommodate such placements.
6. Seniors lacking a class required for graduation or NCAA eligibility may add the required class.
7. Schedule changes to completely discontinue multi trimester classes are strongly discouraged and are considered only under extreme circumstances. Such changes require both parent and teacher signature.
8. Schedule changes to drop classes that are graduation requirements for elective classes will not be approved.

Testing Out

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

In order to test out, students must exhibit mastery of the subject matter of the course by earning a grade of not less than C+ (78%) in a final examination-like test or final activity/activities for the class. Other activities for the purposes of testing out include but are not limited to portfolios, performances, papers, projects, or presentations.

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

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

Work Experience – Credit Recovery

Additional elective credit is available for students who are credit deficit through Work Experience at the rate of ½ credit per trimester up to 2 credits total. To earn this elective credit the student must maintain an after-school job for an entire trimester, complete all required paperwork, conference with their counselor, pass all classes for the trimester, and write a reflective paper prior to the conclusion of the trimester. The student's employment must not interfere with school time, the student must have a valid work permit on file with the school, and the student must follow all applicable employment laws related to the employment of minors attending school. A student successfully completing the Work Experience requirements will be awarded elective credit, a "CR" will be placed on their transcript, and the credit will have no effect on the student's grade point average.

B. ACTIVITIES

Co-curricular and Extra-curricular Activities

Listed below are co-curricular and extra-curricular opportunities that Mason High School may provide to students during the school year.

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

Dances

The fall homecoming dance and the winter holiday dance will be held between the hours of 8:00 PM and 11:00PM. The spring prom will be held between the hours of 7:00PM and 11:00 PM. Students must present their Student I.D. and completed guest pass prior to purchasing tickets. Guests must be under the age of 21. Students who leave the dance will not be readmitted.

Homecoming and Winter Fest Courts

Listed below are the criteria, which must be met to be considered for homecoming court:

1. Candidates must be a current member of the senior class on track for graduation.
2. Candidates must have a minimum 2.0 GPA.
3. Candidates cannot have been suspended during the school year.
4. Candidates must have a petition signed by at least four teachers and 20 students.
5. If a person is on the court in the fall, he/she may not be on the court in the winter.

National Honor Society

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

Selection Process

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

C. ATHLETICS

Telephone (517) 676-6535

FAX (517) 244-1600

Greg Lattig, Athletic Director

Peggy Wassner, Secretary

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

Capital Area Activities Conference

Mason High School is a member of the Capital Area Activities Conference. This 20 member league is for all athletic, academic and other extra-curricular activities in which these schools participate.

Blue Division

East Lansing
Grand Ledge
Holt
Jackson
Lansing Eastern
Lansing Everett
Lansing Sexton
Okemos

Red Division

Charlotte
Dewitt
Haslett
MASON
St. Johns
Waverly

White Division

Eaton Rapids
Fowlerville
Ionia
Lansing Catholic
Portland
Williamston

Athletic Seasons

Fall

Boys' Cross Country
Boys' Football
Boys' Soccer
Boys' Tennis
Cheerleading
Girls' Golf
Girls' Cross Country
Girls' Swim
Girls' Volleyball

Winter

Boys' Basketball
Boys' Swim
Boys' Wrestling
Boys' Bowling
Boys' Hockey
Girls' Gymnastics
Competitive Cheer
Girls' Basketball
Girls' Bowling

Spring

Boys' Baseball
Boys' Golf
Boys' Track
Girls' Soccer
Girls' Softball
Girls' Track
Girls' Tennis

V. STUDENT CODE OF CONDUCT

GENERAL STATEMENTS REGARDING ALL OFFENSES

1. Consequences will be based on the severity of the action and number of repeat offenses.
2. Consequences are listed as Level One, Level Two, and Level Three.
 - Level One consequences are staff interventions.
 - Level Two consequences are staff and/or administrative interventions.
 - Level Three consequences are administrative interventions.
3. When deemed necessary, law enforcement agencies will be contacted. All dangerous or illegal conduct will be reported to law enforcement.
4. Persistent misconduct and multiple offenses will result in a behavior plan for the student and progressive steps of consequences.
5. Students who have prior knowledge of illegal activities related to the safety of staff or students are expected to report this activity to administration immediately.
6. Misconduct Prior to Enrollment - An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was (a) a resident of another district, (b) enrolled in another school, (c) outside of school hours, or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the district.
7. Due Process: Discipline procedures are administered with due process in mind. Therefore students are:
 - Provided with specific oral or written examples of misbehavior.
 - Provided an opportunity to present their view of the situation.
 - Entitled to an explanation of the reason used for disciplinary action.

A. EXPECTATIONS AND CONSEQUENCES

Academic Dishonesty/ Cheating/ Plagiarism (Level 2)

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

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

- Copying work
- Letting work be copied
- Cheat-sheets
- Plagiarizing
- Having others do the work for you
- Unauthorized use of electric devices during assessments

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

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

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

Third offense: 1-10 day suspension

Arson (Level 3)

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

Bullying and Other Aggressive Behavior Toward Students (Board Policy #5517.01)

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

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

Notification

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

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

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

Reporting

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

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

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

Implementation

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

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

Procedure

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

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

© Neola 2015

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

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

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

Cafeteria/Lunchroom Expectations (Level 1)

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

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

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

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

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

Cell Phones and other Personal Electronic Devices (Level 1-3)

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

Personal electronic devices may be used in classrooms to fulfill an academic requirement at the express and explicit direction of the supervising teacher. Personal electronic devices may also be used during passing times and lunch. It should be noted that these devices are never to be used to disrupt teaching and learning at Mason High School. If personal electronic devices are used inappropriately the following consequences will take place.

First offense: Confiscation of device, **student** can pick up PED at the end of the class period, teacher will document offense in Skyward.

Second offense: Confiscation of device, **student** can pick up PED from the teacher at the end of the school day, detention may be issued by teacher and teacher will document offense in Skyward.

Additional offenses: Confiscation of device, **parent** can pick up PED in the main office at the end of the school day, teacher will document offense in Skyward, and progressive disciplinary action including detention, Saturday Morning Detention, or suspension will be determined by the administration.

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

Students will surrender their personal electronic devices to any staff member immediately upon request. Failure to do so, or removal of the battery, will be treated as noncompliance.

Each offense: See noncompliance/insubordination.

Inappropriate use of a personal electronic device (Level 3)

Students will not use personal electronic devices to:

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

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

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

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

Closed Campus (Level 3)

Students will not exit the building without a “**PERMIT TO LEAVE**” pass that must be obtained from the attendance secretary or an administrator. Parents who wish to sign their student out during the lunch period must enter the high school to sign their child out and must re-enter the high school to sign their child back in upon returning to school.

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

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

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

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

Criminal Sexual Conduct (Level 3)

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

Destruction/Defacing Property (Level 1-3)

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

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

NOTE: Property damage over \$100 is a felony in Michigan.

Disrespectful Behavior (Level 1)

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

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

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

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

Disruptive Behavior/Horseplay (Level 1)

Students will engage in behavior that promotes safety and learning.

First offense: parent/guardian contact and detention.

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

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

Dress Code (Level 1)

Students will wear clothing and groom themselves in a manner that is appropriate for an educational environment. Guidelines for student dress and grooming are listed below:

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

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

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

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

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

Driving and Parking (Level 2)

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

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

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

Drugs: Illegal use and/or possession of Drugs, Prescription Drugs, Tobacco, and Alcohol (Level 3)

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

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

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

All offenses: parent/guardian contact, possible referral to law enforcement, and 1-10 day suspension.

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

Use and/or possession of alcohol or other drugs or drug paraphernalia

First offense: suspension of 10 school days, parent/guardian contact. The 10-day suspension may be reduced if the student is willing to take part in a chemical awareness program conducted by an outside assessment with a licensed agency to be coordinated through the counseling office. If the student does not complete a program, the additional days of the suspension shall be served.

Second offense: suspension of 10 school days or recommendation to the Superintendent for a long-term suspension; parent/guardian contact. The length of the long-term suspension may vary depending on the willingness of the family and student to schedule an assessment for chemical dependency, and following through on the recommendations of the agency. The school will not assume any financial responsibility for the cost of evaluation or treatment.

Third offense: recommendation to the Superintendent and School Board for expulsion, parent/guardian contact.

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

Any and all offenses: parent/guardian contact, long-term suspension or possible recommended expulsion.

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

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

Forgery/Misrepresenting Communication (Level 2)

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

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

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

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

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

Gambling (Level 3)

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

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

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

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

Hazing (Board 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.

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

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

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

Inappropriate Behavior at Athletic and Extracurricular Activities (Level 2)

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

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

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

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

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

Inappropriate Display of Affection (Level 1)

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

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

Second offense: parent/guardian contact, detention.

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

Misconduct (Level 3)

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

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

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

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

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

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

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

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

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

Misuse of Books, Materials, Equipment (Level 2)

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

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

Noncompliance/Insubordination (Level 2)

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

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

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

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

Possession/Use of a Dangerous Weapon (Level 3)

Students will not possess or use dangerous weapons in a school building, on school grounds or in a school owned vehicle. The term "dangerous weapon" shall mean a 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 incendiary charge of more than one quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocketknife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC Section 921:

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

Possession/Use of Dangerous Objects (Level 3)

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

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

Pornography (Level 3)

Students will not possess, publish, or otherwise transmit pornographic images or messages in any form (including digital) while on school property or at a school sponsored activity. This includes pornography on school property and personal devices.

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

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

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

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

Skipping Class (Level 2)

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

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

Theft (Level 3)

Students will not take or possess school or private property, including intellectual property, that is not their own.

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

Trespassing (Level 3)

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

First offense: parent/guardian contact and detention.

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

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

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

B. Forms of Discipline

Detention

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

Detention expectations:

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

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

Removal of a Student from School Pending Investigation

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 a reasonable period of time for the following:

- 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 of a particular student, a school, its students, or its staff.

Saturday Morning Detention

At the discretion of the high school administration a student may be assigned a Saturday Morning Detention as a disciplinary consequence for inappropriate behavior in lieu of an out of school suspension. Saturday Morning Detentions are held from 8:00 a.m. to 12:00 p.m.

Saturday Morning Detention expectations:

1. Be on time at the front door. *Students who arrive later than 8:00 a.m. will not be admitted.*
2. Bring plenty of schoolwork and/or reading material to keep yourself busy the entire four hours. You will not be allowed to go to your locker so have your work with you when you arrive.
3. Work hard and have a cooperative attitude with the Saturday Morning Detention Supervisor.
4. Follow the rules listed below:
 - a) MP3 players, cell phones, and all other electronic devices are not allowed.
 - b) Students are not to sleep, play games, or talk.
Students are to work on assigned materials or academic reading matter for the entire session.
 - c) All school behavior and citizenship rules apply.
 - d) Food and beverage are not allowed.
 - e) No passing of notes is allowed.

Students who do not attend, arrive late, cause any disruptions whatsoever, or fail to follow the above expectations during Saturday Morning Detention will be asked to leave and will receive a two day out of school suspension. Transportation to and from Saturday Morning Detention is the responsibility of the parent/guardian. Should an emergency occur that would prevent the student from attending, the parent/guardian must call the High School at 676-9055 ext. 4, and leave a message for the Assistant Principal. Please be prepared to verify the emergency.

Suspension

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.

VI. ATTENDANCE

Attendance Overview

Student attendance may be viewed online. Visit www.masonk12.net and click on "Parental Access" for more information.

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

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

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

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

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

Absences and Tardies

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

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

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

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

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

District Reporting Procedures

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

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

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

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

{Documentation should always be provided and may be required}

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

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

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

Make-up Assignments and Tests

Make up work is available for excused absences and suspensions. It is the responsibility of students to make up any required work missed during an absence from school. Students are to ask teachers for make-up work the day they return to school. Class work is to be made up at a time mutually agreeable to the student and teacher with one day of make-up time allowed for each day of an absence. Students on suspensions can, at parent request, schedule a specific day and time to pick up their assignments from school. Please call 676-9055, ext. 4 to arrange for pickup of work assignments.

Work for Non-Scheduled Excused Absences

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

Work for Scheduled Excused Absences

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

Work for Suspensions

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

Parent Reporting Procedures

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

Signing In and Out

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

VII. Board of Education Policies

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

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