



**Mason Central Elementary
School
Student Handbook
2019-2020**

TABLE OF CONTENTS

Foreword.....5
 Vision of Mason Consolidated Schools.....6
 Equal Education Opportunity6
 Parent Involvement.....6
 Parents and Student Rights and Responsibilities.....6
 Student Well-Being7
 Injury and Illness7

Section I - General Information

Enrolling in the School7
 Early Dismissal.....8
 Transfer Out of the District.....8
 Withdrawal from School.....8
 Immunizations8
 Emergency Medical Authorization.....8
 Use of Medications.....9
 Control of Casual-Contact Communicable Disease and Pests.....9
 Control of Non-Casual Contact Communicable Diseases.....10
 Individuals with Disabilities.....10
 Limited English Proficiency.....10
 Student Records.....10-12
 Student Fees, Fines, Supplies12
 Student Fund-Raising12
 Student Personal Items.....12
 Review of Instructional Materials and Activities13
 Food Service13
 Fire and Tornado Drills13
 Emergency Closings and Delays13
 Preparedness for Toxic and Asbestos Hazards.....14
 Visitors.....14
 Use of the Library/Media Center.....14
 Advertising Outside Activities14
 Use of School Equipment and Facilities.....14
 Lost and Found14
 Student Sales.....14
 Use of Telephones15
 Cell Phone/Electronic Devices Mandates.....15

Section II - Academics

Field Trips.....16
 Grades15-16
 Promotion, Placement, and Retention16
 Homework17
 Plagiarism17
 Computers Technology and Networks... ..17
 Student Assessment17-18

Section III - Student Activities

School-Sponsored Clubs and Activities.....18
 Non-School Sponsored Clubs and Activities18

Section IV - Student Conduct

Attendance18-21
 Student Attendance at School Events.....21
 Code of Conduct.....21-23

Dress Code.....22
 Personal Property.....22-23
 Student Discipline Code.....23-24
 Disciplinary Mandates.....24-27
 Discipline Steps.....24-27
 Definitions of Terms.....27-29
 Discipline.....29-31
 Due Process Rights.....30-31
 Search and Seizure.....32-35
 Student Rights of Expression.....36
 Student Concerns, Suggestions, and Grievances.....36

Section V - Transportation

Bus Transportation to School36
 Bus Conduct.....36
 Transportation School Bus Rules37
 Videotapes on School Buses.....37

Section VII - Appendixes

FERPA Notice.....38
 Notice of Non-Discrimination and Grievance Procedures.....40
 Complaint Form41
 Sexual Harassment Complaint Form.....42
 Memorandum to Parents regarding School Board Policy on Drug-Free School.....43
 Notification to Parents regarding Student Records Form43-44
 Notification to Parents on Blood-Borne Pathogens Form.....43-44
 Authorization for Prescribed Medication or Treatment Form44

Section VIII - Technology Use Policies

Electronic Information Guidelines.....44-45
 Code of Conduct.....45-47
 User Agreement and Parent Form for Electronic Information Technologies.....47
 Computer and Computer Network Safety and Use Policy.....48-50
 Student Handbook Acknowledgement Form.....51

Student/Parent Handbook
2019-2020 School Year

Welcome to the Mason Consolidated Schools. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

BOARD OF EDUCATION

- Mr. Bruce Steiben – President
- Mrs. Andrea McGarry- Vice President
- Mrs. Chandra Fowler- Treasurer
- Mrs. Janice Skaggs – Secretary
- Mrs. Pat Larrow– Trustee
- Dr. Ben Smith- Trustee
- Mrs. Tara Tubbs - Trustee

ADMINISTRATION

- Mr. Andrew Shaw, Superintendent of Schools 734-848-9304
- Mr. Brandon Bates, High School Principal 734-848-9353
- Mr. Benjamin Russow, Middle School Principal 734-848-9393
- Mrs. Debra McCain, Central Elementary Principal 734-848-9402

NOTICE OF NONDISCRIMINATION

It is the policy of the Mason Consolidated School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law is allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304.

[APPROVED AUGUST 18, 2003]

Estamos tratando de identificar estudiantes que hablan otro idioma en sus hogares ademas del ingles, Si Ud, es el padre or guardian del nino (a) – si el nino (a) no estan inscritos en el programa bilingue – por favor de enviar el nombre de su nino (a) y e,, l nombre de la escuela que asiste: Superintendent of Schools, Mason Consolidated Schools, 2400 Mason Eagles Drive, Erie.

AYUDE A ELIMINAR LAS BARRERAS DEL IDIOMA



Soaring for excellence...

FOREWORD

Dear Elementary School Parents/Guardians and Students:

Welcome to the 2019-20 school year! We are committed to making Mason Central Elementary School the best elementary school that we can and we believe in offering the best experience possible for all involved. Our goal as a school is to provide the necessary curriculum to ensure academic success for all students, offer opportunities to be involved in various extra- and co-curricular activities, to promote social, emotional, and physical awareness, and to prepare all the members of our student body for life.

This handbook is provided to answer questions that you might have about our school and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for reference. Questions that are not addressed in this handbook can be addressed to teachers, the main office, or any building administrator.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

Let's all work hard, pursue excellence and have a great year!

Sincerely,

Mrs. Debra McCain, Principal and The Mason Central Staff

VISION OF MASON CONSOLIDATED SCHOOLS

The vision of the Board of Education for Mason Consolidated Schools is a high quality educational system that requires:

- Highest level of performance and accountability for all;
- Management by fact;
- Learning-centered education;
- Systems approach to continuous improvement; and
- Public responsibility and citizenship.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Superintendent's Office.(734) 848-9304

Complaints will be investigated in accordance with the procedures as described in Board Policy #2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity. The Compliance Officer can be contacted via the Superintendent's Office at (734) 848-9304.

PARENT INVOLVEMENT

Parents are encouraged to participate in the education of their children. We invite you into our classrooms, to participate on our field trips, and other school activities. A *Volunteer Release Form* must **be filled out prior to volunteering**. This form can be found in the principal's office and on the website. A Parent Release Form must be completed prior to you volunteering at the school. The form can be obtained from the principal's office or on the website. Please return the completed form to the office. We are absolutely committed to keeping our parents involved and informed of the happenings at school. We believe that your student's success at our school is directly related to our ability to communicate with you and keep you involved in a positive manner. Parents have the right to know how their child is progressing in school and will be provided information on a regular basis and, as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, Email, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

PARENTS AND STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure a safe, educationally conducive environment for ***all*** students. All discipline will be administered in accordance with due process (a fair hearing) and with the ultimate goal of establishing a structured, learner-centered school reflective of the workplace and the real world. Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from any staff member at the school.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock-down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. ***Parents must keep the information on the card current.*** It is our primary source of information in an emergency. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a staff member and/or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not to initiate the phone call home.

No student will be released from school without proper parental/guardian permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the Monroe County School of Choice Program. Students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. Certified copy of the student's birth certificate
- B. Court papers allocating rights/responsibilities or custody
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The counseling office will assist in obtaining the transcript, if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the district liaison for Homeless Children with regard to enrollment procedures. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district.

Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant. *Students enrolling into the Kindergarten program are required to be completely toilet trained.*

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. All students must be signed out at the office prior to being released from school.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the school, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal's office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Students must meet the immunization requirements by the State for attendance at school in order to enroll or attend. Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State. There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication on Form 5320 F2.
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants a claim a nonmedical waiver will need to receive education regarding their benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not yet due.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program. Parents have the responsibility to keep this information current. This is our primary source for contact information in an emergency.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Forms must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
NOTE: Medication may be conveyed to school directly by the parent or designated adult. This should be arranged in advance. A 2-4 week supply of medication is recommended. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained, which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epipens

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

Non-Prescribed Medications

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT OF COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. Because of this we encourage all students to wash their hands frequently while at school and to cover their mouths when coughing. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact, communicable diseases include sexually transmitted diseases: AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents may be requested, at parent/guardian expense, to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES/SECTION 504

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the district's programs and facilities. If anyone attending an event at Mason Consolidated Schools needs help with parking, please contact the Building Administrator in advance for help. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEA) and state law. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the counseling department at (734)848-9404 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

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

Parents should contact the Superintendent's Office (734) 848-9304 to inquire about evaluation procedures and programs offered by the district.

STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information. Directory information includes: (*See District Policy #8330*). Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as directory information. The Board designates as student directory information:

- A. A student's name.
- B. Major Field of study.
- C. Participation in officially recognized activities and sports; height and weight, if a member of an athletic team.
- D. Date of graduation.
- E. Awards received.

Parents and eligible students may refuse to allow the district to disclose any or all of such directory information upon written notification to the district within thirty (30) days after receipt of the district's public notice. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the appendix of this book. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the counseling department. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and, if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA. Consistent with the *Protection of Pupil Rights Amendment (PPRA)*, no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. ***The Superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:***

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

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

Mason Consolidated Schools charges specific fees for certain activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. ***Field trips are an example where a fee may be charged (See Policy #6152).*** Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charges will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of report cards.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- *Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.*
- *Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor and/or advisor.*
- *Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.*

STUDENT PERSONAL ITEMS

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. ***Cell phones, camera phones, AM/FM radios, tape players, CD players, MP3 players, headphones, two-way radios, playing cards,***

dice, hand-held video games, and iPod's are not to be used at any time during the school day. They must be kept in the student's book bag and or purse until the end of the school day. These items are subject to confiscation by school officials. The school administration reserves the right to add to the list of inappropriate personal items.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

We believe that parent involvement is the key to our success with students and we are committed to keeping parents aware of what is happening in our classrooms where applicable. Parents are encouraged to contact the teacher when they have a concern or need help.

FOOD SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. Applications for the school's free and reduced priced meal programs are available in the school office and on-line at eriemason.k12.mi.us. Any questions please call 734-848-9307.

LOCK-DOWN, FIRE AND TORNADO DRILLS (2014 PA-12)

The school complies with all fire safety laws, required drills and will conduct (5) fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills (2 drills) will be conducted. One drill will be during the tornado season using the procedures provided by the Emergency Management Division of Monroe County. The alarm system for tornadoes is different from the alarm system for fires and consists of an announcement made to all classrooms. Three (3) lockdown drills will be conducted; 1 by December 1 and at least 1 after with reasonable intervals. Security measures appropriate to release of hazardous material or potentially dangerous person. Documentation of completed drills will be posted on the website within 30 days of completion and maintained for three years.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify Detroit and Toledo TV and radio stations and a Honeywell instant alert will be sent notifying parents of any delays and or closings. Parents and students are responsible for knowing about emergency closings and delays. Please do not call the school. Please check the web site, www.eriemason.k12.mi.us. Announcements on the radio and television will be made between 5:30 and 6:30 A.M., if at all possible. Buses will be delayed up to two (2) or three (3) hours in the mornings, if fog or other inclement conditions prevent drivers from making the regular runs in safe conditions.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of

school officials or from the presence of asbestos materials used in previous construction. A copy of the school's district *Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan* will be made available for inspection at the Board offices upon request.

VISITORS

Parent visitors are always welcome at school. Other visitors are welcome at the school for school-related issues. In order to properly monitor the safety of students and staff, each visitor **must** report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. All visitors must have photo identification. Students shall not bring visitors to school unless permission granted by the building principal.

USE OF THE LIBRARY CENTER

The library is available for students to check out books weekly. It is expected of the students to respect the property of the school and care for the library books when they have checked them out. There are penalties in place to follow in order to maintain the quality of the school's library. Library books can be checked out on a weekly basis. Renewals can be made for books needing to be checked out longer than a one week period. If a book has not been returned after a two week period of being late – parents will receive an instant alert indicating the book has not been returned. After three weeks of the library book not being returned, parents will be sent a lost book fee notice. Student that have missing library books will not be allowed to check out additional library books until the book has been returned or the lost replacement fee has been paid. Additional damage fees may be assessed for library books returned with damages such as torn covers/jackets, torn pages, water damage, broken bindings, missing bar codes and excessive writing on the book. Damage fees may cost up to \$3.00. An informative letter will be sent home in the open house packets explaining the library procedures.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is located by the main doors to the school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

The building secretary is prepared to help students in the event that a phone call must be made. In addition, any student who needs an operator-assisted communication (relay) system due to hearing difficulties should talk to the building secretary. The building secretaries will work with you and provide the help in this area. Except in an emergency, students will not be called to the office to receive a telephone call. **Personal calls cannot be made or accepted in the office.** Students may use the office and or classroom telephones for approved purposes during class, during lunch or after school. The use of the office telephone is a privilege and not a right. Conversations are limited to two minutes and must be related to a school issue.

Cell phones and pagers are allowed on campus, but may not be on or used during the school day. Possession of a cellular telephone or other electronic communication device by a student is a privilege. Any student who fails to abide by the terms of this policy will forfeit such devices. The purpose of this policy is to minimize disruption and maintain order in the classroom. School personnel who witness students using electronic communication devices/cell phones will confiscate them. Violations of the cell phone policy will be dealt with according to the cell phone discipline mandates. The use of cell phone cameras or text messaging will not be tolerated and will become a disciplinary and ethical issue. Students have no reasonable expectation of privacy in the contents of any device confiscated as a result of violation of this policy where school officials have reasonable suspicion that the student has violated a school rule or law.

Cell Phone/Other Electronic Communication Devices/iPods/iPADs/Other Personal Audio/Visual Players—Mandates

First Offense – The device is confiscated by the teacher/administrator. The teacher/administrator may issue an after school detention and contact the parent and assistant principal to ensure each incident is documented. The phone or device in question will not be returned until a parent comes in to pick it up.

Second Offense – The device is confiscated by school personnel and delivered to the office. The parents will be informed and the student will be disciplined according to the progressive discipline mandates (step 3). The phone or device in question will not be returned until a parent comes in to pick it up.

Third and Successive Offenses – The device is confiscated by school personnel and delivered to the office. The parents will be informed and the student will be disciplined according to the progressive discipline mandates (step 3 or 4). The phone or device in question will not be returned until a parent comes in to pick it up.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Permission forms will be sent home with students prior to the trip and parents must sign the permission form and the form must be returned to the designated staff member by the designated date if the student is to participate in the field trip. School rules apply to field trips and all off-campus events.

GRADES

Mason Consolidated Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has

acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation.

Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the coursework. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

A = Outstanding Achievement. The pupil has mastered the objectives in the subject area, shows initiative, applies knowledge gained to new situations, and accepts responsibility for learning.

B = Above Average (High) Achievement. The pupil has mastered most of the objectives in the subject area, is above average in initiative, application of knowledge, and accepting responsibility for learning.

C = Satisfactory Achievement. The pupil has mastered the basic objectives in the subject area and with direction and stimulation by the teacher is progressing in initiative, application of knowledge, and accepting responsibility for learning.

D = Below Average (Needs Improvement in) Achievement. The pupil has mastered few of the basic objectives in the subject area.

F = Unsatisfactory Achievement. The pupil has not mastered the basic objectives in the subject area.

The school uses the following grading system:

A+	=	100%
A	=	99 – 95%
A -	=	94 – 90%
B+	=	89 – 87%
B	=	86 – 84%
B-	=	83 – 80%
C+	=	79 – 77%
C	=	76 – 74%
C-	=	73 – 70%
D+	=	69 – 67%
D	=	66 – 64%
D-	=	63 – 60%
F	=	59 – 0%

Grading Periods- Trimesters

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions must be taken to improve poor grades. Students shall receive a report card handed to them at the end of the three trimesters. The student and or guardian can view report card grades through Home Access Center (HAC).

PROMOTION and PLACEMENT and RETENTION Policies

Mason Central Elementary School believes in developing the whole child to the fullest extent of his/her ability. To achieve this goal criteria for promotion, placement and retention have been established at each grade level. The Michigan Department of Education has established expected standards of achievement (Grade Level Content Expectations) for each grade level. Therefore, students are promoted and/or placed based on the

recommendation of the professional staff. If a student is *placed* in the next grade, s/he will be placed for 6 to 8 weeks for determination of proper grade placement.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the M-STEP, NWEA, MME and SAT/ACT test and graduation. Homework provides students with the opportunity to extend their learning outside the classroom. However, research shows that the amount of homework assigned should vary by grade level and that parent involvement should be minimal. Teachers should explain the purpose of homework to both the student and the parent or guardian, and teachers should try to give feedback on all homework assigned.

PLAGIARISM

Students are expected to complete and submit their own work. Thus, plagiarism is prohibited since it is defined as "stealing and passing off the ideas or words of another as one's own." The use of purchased work, or submitting the work of another, including authored language from the internet, is also strictly prohibited. Students who provide unauthorized assistance; i.e. papers to be copied, answers to tests, and/or copies of tests or test questions also violate the policy. The use of on-line translators is strictly prohibited unless special accommodations have been approved. Cheating is defined as "to deceive by trickery or to act dishonestly" and is also strictly prohibited. If a student is caught plagiarizing or cheating, he/she will receive a zero for the assignment in question which may or may not result in loss of credit for the class. No opportunity to re-do the assignment will be given.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the Internet, s/he and his/her parents must sign the yearly registration form. Failure to abide by all of the terms of the technology agreement may lead to termination of the student's computer account, possible disciplinary action and/or referral to law enforcement authorities. Students who use the computer to bully other students fall into this category. Cyber-Bullying is a serious violation of the law and students who use the computers to bully other students will be removed from using the computers and the local authorities will be contacted. Your student will receive an account on the school's computer networks. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that s/he abide by the enclosed agreement, which is to be signed by both the child (student) and the parent. Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well. Since you are legally responsible for your son/daughter's actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account.

HOME ACCESS CENTER (HAC): HAC will allow contacts who are designated as student guardians, as well as students themselves, to view pupil progress and selected tracking data such as demographics and test scores. This data is in "view only" mode.

Each student and guardian will receive an account to access HAC. If a student has any outstanding fees or fines, access to HAC will be denied until the fees or fines are resolved.*See *Electronic information technologies guidelines in back of handbook.*

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Unless properly exempted, (e.g., as necessary to accommodate a student's disability), each student will be expected to pass the appropriate M-STEP test. Each test (other than the NWEA) will be administered once each year. Make-up dates are scheduled, but unnecessary absences should be avoided. The fundamental right of a parent/legal guardian to determine and direct the care, teaching and education of his/her child(ren) does not confer upon a parent/legal guardian the right to demand that a student be excused without penalty from assessments administered by the District, nor does it confer upon a student the right to refuse without penalty to participate in such an assessment.

- *M-STEP test will be given to grades 3-5 in April - May.*
- *Mason Central Elementary School administers benchmark assessment (NWEA) every trimester for grades*
- *K-5 in the core areas*
- *KRA - Kindergarten only in the Fall*

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. The District complies with the Protection of Pupil Rights Amendment (PPRA) and its regulations pertaining to pupil participation in federally funded surveys. 20 U.S.C 1232h; 34 CFR Part 98

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Mason Consolidated Schools provides students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. Membership in any fraternity, sorority, or any secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers. Our attendance policy is geared to maintain high academic standards for earning grades and credit. Regular and punctual attendance is a critical factor in school success. Attendance and participation are absolutely essential to learning. Students are required to complete all work assigned promptly, regardless of the reason for the absence. Because attendance is important to a student's success, failure to make up missing work right away is unacceptable and may negatively impact a student's success.

Students with health conditions that cause repeated absences are to provide the school office with an explanation of the condition from a registered physician. Parents/Guardians of students with this type of health condition should notify the administration or guidance office as soon as possible and will be required to complete a form provided by the school documenting that you have met with your child's health care provider for assistance. Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. Class work may or may not be made up based on the determination of the classroom teacher.

DISTRICT ATTENDANCE POLICY

Notification of Absence

If a student is going to be absent, the parents must contact the Mason Central Elementary School office at 848-9401, **by 8:30 A.M.** to provide an explanation. If prior contact is not possible, the parents should provide a written excuse by the next morning. The school will send a Honeywell Instant Alert to the parent of a student who is absent if the parent fails to call in on the day of the absence. **The absence will be considered unexcused and the student will be recorded as truant if no excuse is received within 48 hours (2 school days) of the absence.**

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. All tardiness except those caused by late buses or by a conference with a teacher, counselor or administrator shall be deemed a violation of the school tardy policy. If a student arrives to class after the final bell rings, they will be considered tardy. Thirty minutes (30 minutes) tardy to school equals one-half day absence in the morning session. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location - any student who is late to school must get a pass from the office, elementary school students must have an adult present to sign them in. Students will be admitted to class with a pass from the office. Students are expected to be in the classroom when the bell rings.

Excused absences:

- a. School related absences (including school suspensions)

- b. Court ordered absences
- c. Absences due to death in the immediate family
- d. Absences such as long term sickness and significant tragedies (doctor's note required)
- e. Absences accompanied with a doctor note

School-Related Absences

When a student is excused from class due to an approved school activity it may be considered school related. If a student is involved with such an activity, the absence will not negatively impact the student's attendance in any way. It is the student's responsibility to remind the teacher at least a day in advance of the time in order to have the absences placed in the "school-related" category. All assignments missed during the absence must be made up. Reasons include:

- School events
- Counseling groups.
- Student Council meetings.

School-related absences must be pre-approved by the building principal or by the assistant principal.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. All schoolwork/homework missed as a result of truancy must be made up - this is non-negotiable. It is the teacher's discretion, however, as to how much credit (if any) is given for this work.

Unexcused Absences may include, but are not limited to:

- *Skiping/Truancy - The willful absence from scheduled classes/activities*
- *Oversleeping*
- *Missed bus*
- *Car problems*
- *Trains*
- *Unverified absence - No parental notification*
- *Leaving school without permission or not following proper checkout procedures*
- *Hunting*
- *Vacation*

Attendance Procedures:

Attendance procedures will follow the Monroe County Project Graduation Protocol adopted by the Monroe County Prosecutors Office.

Step 1:

When a student misses 5 or more days of school within a school semester the administration will review the student's grades, reason for absences, and discipline records to determine if the attendance issue interfering with learning.

If it is determined by the administration to be interfering with learning or to be a potential truancy case

* Letter of concern sent to parents

* If the student continues to miss school the administration will proceed to step 2

Step 2:

When a student misses 4 additional days of school Letter #2 will be sent to set up a parent meeting.

* School Officials will prepare an Attendance Improvement Plan

* A copy of the letter and AIP will be emailed to the Prosecutor's Office

If the family participates in services and the student's attendance improves the administration will continue to monitor the student's attendance. If the family refuses to participate in the attendance meetings and/or the attendance does not improve the school officials will officially notify the Prosecutor's office to begin the next steps in the Project Graduation Protocol.

Make-up of Tests and Other School Work

Students who are absent from school or who have been suspended will be required to make-up missed work. The student and/or parents should contact the teacher(s) as soon as possible to obtain assignments. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses the M-STEP Assessment or other standardized test, the student and parents should consult with the school principal to make arrangements for taking the test. Parents are **strongly** encouraged to avoid any and all absences during the assessments testing window. It is strictly up to the student's classroom teacher to provide and allow make-up school work for unexcused absences (vacations).

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location. Students who demonstrate poor sportsmanship, insubordination, or other defiance of authority so that such behavior reflects negatively on Mason Consolidated Schools may lose their privilege to attendance future events.

CODE OF CONDUCT

A major component of the educational program at Mason Consolidated Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school
- Use appropriate language at all times

Dress and Grooming

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. When clothing does not meet the guidelines, parents will be called to bring appropriate clothing before the student is allowed to return to class. The following styles or manners of dress are prohibited:

- Outerwear (coats, jackets, hats, baseball caps, and bandanas) cannot be worn in school.
- Shorts, dresses, and skirts must be appropriate in length and extend below the fingertips
- No pajamas tops or bottoms
- Low-cut tops, tube tops, mesh or halter tops and shirts that expose a student's torso are prohibited.
- Tops (shirts, blouses, sweaters) must extend to the waistline. Exposing bare midriff when sitting, standing or walking is prohibited.
- Undergarments cannot be exposed.
- Cut-off jeans, cut-off sweat pants, pajama tops and bottoms, swim attire, and boxer shorts are prohibited.
- Pants must be worn at the waist level and cannot expose undergarments or skin. Hip-hugger type pants or pants worn below the hips are not allowed. Pocket chains and other chains are prohibited.
- Shoes or sandals must be worn. Shoes with roller heels will not be permitted during the school day.
- Gang-related attire is prohibited.

- *Clothing with visual or written obscenities/profanities, sexual innuendo or double meanings is prohibited.*
- *Clothing that promotes alcohol, drugs, gangs, sexual activity, tobacco, and violence is prohibited.*
- *Sunglasses, shooting glasses are prohibited.*
- *Piercings that could be a safety hazard to the student or others are prohibited. Examples could include, but are not limited to: safety pins, spikes, etc.*
- *Hair must be clean and neat and not distracting to the learning environment. (No colored hair)*
- *Make - up is prohibited!*

The school reserves the right to make judgments on appropriate dress and expects the cooperation of the students and the support of the parents. Students who are representing Mason Consolidated Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Care of Property

Students are responsible for the care of their own personal property. **The school will not be responsible for personal property.** Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code. Students are responsible to take care of their books and other materials provided by the school. If books or materials are not returned or fines paid for lost items, students will not be allowed to participate in extra-curricular activities, drive to school, or participate in other school-related events, including graduation. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. The school will not take the time to investigate these matters.

A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off. Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight. The use of cell phones, camera phones, and other ECDs in locker rooms, restrooms, and changing rooms is prohibited. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. At no time are these devices allowed in the classroom. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

Recording Picture/Video Phones and Cameras (Sexting)

Video images can be stored, used, and transmitted instantly because of the advances in photographic, ECD and other 3G/cell phones technologies. These advances raise a variety of privacy issues and potential student

harassment issues because these images can, without the person's permission, be posted and stored on the Internet or other areas. Picture/video phones are not to be used in locker rooms, training rooms, weigh-in rooms, bathrooms, and school public areas such as hallways and cafeterias, playing fields, or classrooms. The recording of student or staff images without their knowledge and/or transmitting those images is a violation of Public Act 155 and a felony. Student will be disciplined following the student harassment policies.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a safe and orderly environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The commission of the following incidents by pupils on school grounds, or while attending school functions, shall be subject to disciplinary action as hereafter noted. Previous incidents, which occurred at the student's former school, will be considered when discipline is administered at Mason Consolidated Schools. Upon the commission of the incidents below, the person or persons who have engaged in such activity are subject to disciplinary measures and the following seven (7) steps of censure are available. Based on the nature of the conduct and after an investigation, the administration will determine the appropriate step. In the event the person commits more than one offense in the same incident, disciplinary action shall be taken on the more severe incident. Parents/Guardians may be required to come to the school for a conference before the student is allowed to return from a suspension. A step may be repeated if deemed appropriate by the administrator. Students will be given an opportunity to present their side. Discipline begins in the classroom. The school staff is acting "in loco parentis", which means the law allows them to direct a student, as would a parent. If given a directive by a staff member, the student is expected to comply. **Teachers will call home to keep parents informed if disciplinary issues that arise in the classroom.** The first line of discipline will always be the classroom teacher. Mason Consolidated Schools encourages parents and teachers to communicate often and effectively about student classroom behavior.

DISCIPLINARY MANDATES

Upon the commission of the incidents below, the person or persons who have engaged in such activity are subject to disciplinary measures and the following seven (7) steps of censure are available. Based on the nature of the conduct and after an investigation, the administration will determine the appropriate step. In the event the person commits more than one offense in the same incident, disciplinary action shall be taken on the more severe incident. Parents/guardians may be required to come to the school for a conference before the student is allowed to return from a suspension. A step may be repeated or adjusted if deemed appropriate by the administrator due to age and/or grade level. Students will be given an opportunity to present their side.

DISCIPLINE STEPS:

1. Conference with student and parent will take place (personal or telephone)
2. Before school (1st and 3rd Wednesday of the month starting at 7 am – 8 am) detention assigned.
3. Short-term suspension one (1) period through one (1) day. May be administered as an in school or out of school suspension.
4. Short-term suspension 2-4 days. Parents/Guardians must attend a formal conference with the principal or assistant principal before the student will be allowed to return to school.

5. Short-term suspension 5-7 days. Parents/Guardians must attend a formal conference before the student will be allowed to return to school.
6. Suspension 7-10 days. Parents/Guardians must come for a formal conference before the student will be allowed to return to school.
7. Ten (10) days suspension with recommendation for expulsion by Board action. Recommendation for expulsion before Step 7 reserved for cases of behavior contract violations, extreme disruptive nature/endangerment to self or others.

Note: Students who are subjected to discipline step 5-7 or who exhibit habitual negative behavior may be placed on an ABC behavior contract/plan by the SAT team. Students who transfer in with adverse discipline records may be immediately subjected to a behavioral contract. We want Mason Central Elementary School to be learning environment first and foremost, a safe, harassment-free zone, where staff and student body alike have the ability to grow and prosper in preparation for life and the real world beyond the gates of school.

Violation of the Student Code of Conduct: Discipline Steps

<u>OFFENSES</u>	<u>FIRST INCIDENT</u>	<u>MAXIMUM STEP FOR SUBSEQUENT INCIDENT</u>
ARSON	MCL 380.1311 MCL 380.1313	
ASSAULT		
- fellow student	Step 5-7	6 up to 180 days
- staff member	Step 5-7	6 up to 180 days
ASSAULT AND BATTERY		
- fellow student	Step 5-7	6 up to 180 days
- staff member	Step 5-7	6 up to 180 days
ASSAULT, AGGRAVATED		
- fellow student	Step 5-7	7
- staff member	Step 5-7	7
ASSAULT, FELONIOUS		
- fellow student	Step 6-7	7
- staff member	Step 6-7	7
BULLYING/CYBER-BULLYING	Step 3 – 5	7
CHEATING/PLAGARISM	Step 3	4
CREATING A DISTURBANCE	Step 2 -7	7
DESTRUCTION/ MISUSE OF SCHOOL PROPERTY (restitution required)	Step 2 - 5	7
DISRUPTION IN CLASSROOM	Step 1 – 6	7
DRESS CODE		
Call home, get acceptably dressed, return to school		

DRUG	(See substance abuse mandates)	
PARAPHERNALIA		
DRUG TRAFFICING	Step 7	7
EXPLOSIVES	Step 3-7	7
- determined by administration to be more serious than fireworks		
EXTORTION		
- acting alone	Step 3-4	7
- acting in a group	Step 3-4	7
FALSE ALARM		
INITIATION		
- emergency	Step 3-4	7
- fire alarm	Step 5 - 7	7
- bomb threat	Step 7	7
FIGHTING	Step 5 – 7	6 up to 180 days
FIREARMS	See Revised School Code	
FIREWORKS		
- possession	Step 4	7
- use	Step 4-6 (restitution)	7
GAMBLING	Step 2 – 3	4
GANGS/GANG ACTIVITY	Step 2 – 4	7
GOSSIP	Step 1 – 3	4
GROSS MISCONDUCT	Step 4-7	7
HABITUAL OFFENDER	Step 4-7	7
HARASSMENT		
-fellow student	Step 4 – 6	7
-staff member	Step 4 – 6	7
(repeated abusive and derogatory language or actions meant to damage another person’s self-esteem)		
INCITING TO RIOT	Step 7	7
INSUBORDINATION		
-Verbal	Step 2 – 4	6
-Non-verbal	Step 1- 4	
INTERFERENCE WITH SCHOOL AUTHORITIES	Step 1 - 6	6
INTIMIDATION		
- fellow student	Step 3 – 5	6
- staff member	Step 5 – 6	6
LEAVING WITHOUT PERMISSION	Step 2 – 3	3

OBSCENITIES/ PROFANITIES, USE OF	Step 2 – 4	4
PARTICIPATION IN A SCHOOL DISTURBANCE	Step 3 – 4	7
RACISM	Step 2- 5	7
SCHOOL RULE VIOLATIONS	Step 1 – 4	5
Such as, but not limited to: Forgery (parent and staff), dress code violation, general misconduct (during and after school), loitering, misuse of I.D., inappropriate display of personal affection, skipping class/school.		
SEXUAL HARASSMENT	Step 2 – 4	7
-including but not limited to: touching, dirty jokes, obscene gestures, sexual remarks or innuendoes, pornographic pictures or drawings, forcing sexual attention on someone who doesn't want it.		
SEXUAL MISCONDUCT	MCL 380.1311 MCL 380.1313	7
-Criminal sexual misconduct, -Gross sexual misconduct (including but not limited to: touching private parts of other persons, indecent exposure).	Step 5-7	
SUBSTANCE ABUSE	Refer to Substance Abuse Mandates	
THEFT	Step 3 - 5 (and restitution)	7
THREATS		
- fellow student	Step 4 – 6	7
- staff member	Step 6	7
TOBACCO USE/POSSESSION	Refer to Tobacco Policy	4
TRUANCY/SKIPPING	Step 1 – 3	4 + Attendance Contract (Students tardy in excess of three times or more for the same class will be assigned a detention and placed on an Attendance Contract and may be considered Insubordinate)
UNAUTHORIZED MATERIAL		

examples: cell phones, pornography, beepers, dice, lighters, etc.	Step 1-7	
possession, use, distribution	Step 2 – 3	7
VANDALISM (plus restitution)	Step 4 - 5	7
WEAPONS	Step 5-7 for weapons not included in MCL 380.1311 MCL 380.1313	7

Definition of Terms:

The meaning of the incidents noted below shall be the same as defined by the statutes of the State of Michigan, and when not so defined, the words of the incident shall have the common dictionary meaning.

Arson - Any act which results in the starting of a fire, aiding, persuading, and procuring in the starting of a fire.

Aggravated Assault – Assault without a weapon that result in a serious injury. A serious injury is a physical injury that requires immediate medical attention.

Assault - An attempt or offer to commit an offensive touching of another. An attempted battery.

Assault and Battery - Any offensive touching of another which is without justification or excuse.

Assault, Felonious - A simple assault or assault and battery committed with a dangerous weapon.

Bullying - Persistent, offensive, insulting behavior or the abuse of power that makes the recipient upset, threatened, humiliated, or vulnerable. This may include, but is not limited to: Verbal harassment, physical intimidation, and direct threats over the computer/cyber-bullying.

Cheating - Acting dishonestly on a classroom assignment or test.

Destruction/Misuse of Property - Minor damage to school property such as books, desks, tables, wall, and other surfaces.

Disruption in Classroom - Any act which disturbs or interferes with the learning atmosphere.

Disturbance - Exhibiting inappropriate behavior that disrupts the normal operations of the school and failing to respond to directions.

Drug Trafficking – illegal drug trade in the global black market consisting of the cultivation, manufacture, distribution and sale of illegal controlled drugs.

Explosive - Any chemical compound mixture that when detonated has destructive power.

Extortion - To obtain money or property by threat.

Facsimile - The appearance of an exact copy of a weapon.

False Alarm - The activation of an alarm system or protocol that necessitates a response by school employees and/or police/fire/emergency personnel.

Fighting - Attempting to harm or gain power over an adversary by physically delivering blows, grappling, shoving/pushing, weapons, etc.

Firearms - Include facsimiles, starter gun, B-B gun, or weapon designed to expel a projectile by explosive or other propellant.

Fireworks - Explosives which produce an audible sound and/or visual effect upon detonation.

Gambling - Playing a game for money or property; to bet on an uncertain outcome.

Gang - A group of hoodlums or criminals who band together for mutual protection and/or profit.

Gossip - Making personal or sensational statements about others.

Gross Misconduct - Acts of misbehavior of a more serious nature. Depending on the severity of the act, gross misconduct will be dealt with by punishment ranging from short term suspension to long term suspension and possible expulsion by Board action.

Habitual Offender - A student may be considered a habitual offender (Step 5) on the third offense of a Step 4 or higher mandate violation.

Harassment – defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being.

Inappropriate Displays of Personal Affection - Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

Inciting - Spurring to action, stirring up, urging on.

Insubordination/Unruly Conduct - Refusal to comply with directives given by staff. If the student is given a reasonable direction by any staff member he/she is expected to comply. A student will not ignore or refuse to comply with directions or instructions given by school authorities.

Interference with School Authorities - Interfering with the performance of duties by threat of force or violence.

Intimidation - The act of fighting, discouraging, or inhibiting to compel or deter action.

Obscenities/Profanities - Indecent, lewd, vulgar, offensive expressions.

Paraphernalia - Drug-related articles, equipment or gear.

Plagiarism - Defined as the act of taking ideas, writings, etc., from another source and presenting as one’s own.

Proscribed Substance –. Proscribed substances are any substances other than food, water or tobacco that affect the body function. May include but not limited too: Alcohol, prescribed drugs, stimulants, depressants, over the counter medicines and counterfeit or look a like drugs.

Racism - A lack of respect or hatred for a person because of his/her ethnicity. Creating a hostile learning environment that prevents students or staff from learning or completing their job based on ethnicity.

School Rule Violation - Violation of classroom or school rules pertaining to student behavior. Failure to participate in class and/or complete assignments, dress code violation or minor offenses not itemized above.

Snap Suspensions - A teacher may suspend a student from a class/subject for up to one full day, if the teacher has concluded that the student has engaged in any of the following activities: anger, defacement of property, insubordination, and disruption in classroom.

Tardiness - Late for class

Threat - An expression of an intention to inflict harm on a person or thing.

Truancy - The condition of being truant (absent) without permission.

Unauthorized Material – Including but not limited to cell phones, pornography, beepers, dice, matches, lighters, and all other electronic devices etc.

Use of an Object as a Weapon - Any object that is used to threaten, harm, or harass another student may be considered to be a weapon. This includes but is not limited to pens, pencils, books, jewelry, etc. Intentional injury to another student can be cause for criminal and/or civil action.

Vandalism - Willful or malicious destruction of school or personal property

Verbal Assault - Anger that includes profanities/obscenities directed at any staff member of volunteer. Verbal assault includes a communicated intent to inflict physical or other harm on another person.

Weapon - Including but not limited to: firearms, gun, laser, revolver, pistol, dagger, dirk, stiletto, knife, and pocket knife opened by a mechanical device, iron bar, or brass knuckles.

Weapon Free School Zone - Means school property and/or a vehicle used by the school to transport students to or from school property and any property defined in the penal code.

Zero Tolerance for Fighting - The minimum penalty for being involved in a fight, defined as: an exchange of physical blows, (hitting, slapping, pushing, and shoving) will be 10 days of out-of-school suspension and/or recommendation for expulsion for the first offense. Students who hit other students who do not fight back will be subject to a minimum of 10 days suspension and/or recommendation for expulsion with possible immediate incarceration at the Monroe County Youth Center or jail. Students who do not fight back will not be subject to punishment but may be sent home for precautionary measures. These students should not take matters into their own hands but should allow an administrator to handle the situation.

DISCIPLINE

It is important to remember that the school's and classroom's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the teachers, school staff and the building principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Restorative Justice Practices

Restorative Justice is a whole school relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment. This type of discipline focuses on repairing harm through an inclusive process that engages all stakeholders. Students who participate will understand the impact of their actions, take responsibility for choices, and suggest ways to repair harm. Practices may include community, teacher and peer mediation circles, peer juries, community service, school projects, specified behavior plans with principal and/or restorative justice coordinator.

Informal Discipline

Informal discipline takes place within the school. It includes but is not limited to:

- Writing assignments.
- Change of seating or location.
- Lunch-time and/or before school detention.
- In-school restrictions
- Failure to participate in school sponsored events

D-(directions) – O-(organization), A-(assignments) - Agreement Cards – Grades 3, 4 and 5

D.O.A. cards are index cards that are given to your child monthly to serve as a daily report home to inform you of your child's progress in 3 specific areas. They will help your fourth and fifth grader become more responsible and organized in his or her studies. Holes will be punched in the designated area of a problem. Your child should be able to explain why the punch was earned and this will provide you with the opportunity to discuss the matter. Any serious problems will result in a phone call home.

- D = Directions** This area will tell you how well your child listens to directions. Reasons for holes in this area include talking at inappropriate times, misuse of materials, or disruptive behavior.
- O = Organization** This area will let you know if your child comes to class unprepared. Textbooks, planners, notebooks, and writing utensils are necessary in order to participate in class successfully. Failure to do so will result in a punch in this area. The daily planner must be signed each day or this will also result in a punch in this area.
- A = Assignments** This area is for missing work. Meeting deadlines is an important life management skill that fifth graders can master. We hope you will support this effort.

Please ask to see these cards daily so there are no surprises when grade cards are sent home. Ten total punches will result in a detention. If a student should receive an additional five punches for the month, a second detention will be issued. A signature is required on the back of the card every Wednesday night. We will check cards on Thursday morning. An unsigned card will result in a punch under "O".

Students, your card is YOUR responsibility. Lost or misplaced cards will result in 3 extra punches and a loss of recess that day. There will be a REWARD at the end of each month for 5 punches or less.

Detentions

A student may be detained before and or after school or asked by a teacher, after giving the student and his/her parents one (1) day notice. The student or his/her parents are responsible for transportation.

If a student has been assigned 3 detentions within a trimester, a meeting will be held with the teacher, parent/or guardian and administrator (if needed). School work may or may not be allowed to be made up based on the determination of the classroom teacher. If a parent refuses to have their child serve a detention, the student will be suspended for one (1) day. If a student does not serve the detention, he or she may be suspended from school for (1) day.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Students being considered for suspension or expulsion are entitled to an informal hearing with the principal, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held. When a student is being considered for expulsion, a formal hearing is scheduled with the Superintendent and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed to the Board of Education. In the case of expulsion, the student remains out of school during the appeal period. Mason Consolidated Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the principal/assistant principal will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the principal will then provide the student the evidence supporting the charges. After that informal hearing, the principal/assistant principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension, within two (2) school days of the determination of consequences. Documentation in writing shall be supplied to the student and parent as soon as possible by the administration, depending on nature of violation and logistical variables. The suspension may be appealed to the Superintendent. This must be done in writing within 72 hours of receiving notice of the suspension. All consequences will be enforced during the appeal period at the discretion of the principal. The appeal shall be conducted in a private meeting and the student may be represented. A final appeal may be made to the Board of Education. This must be done in writing within 72 hours of receiving notice of the Superintendent's decision on the original appeal. Again, all consequences will be enforced during the appeal period at the discretion of the Superintendent. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the Open Meetings Act governs the hearing. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session. When a student is suspended, s/he must make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for a suspension with recommendation to expel, the principal/assistant principal will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the principal will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend with recommendation to expel. If a student is suspended with recommendation to expel, s/he and his/her parents will be notified, and documentation in writing, within two (2) school days of the determination of consequences will be sent out by the school. An expulsion hearing will then be scheduled and conducted by the Superintendent within ten (10) days of this notification. This hearing shall be conducted in a private meeting and the student may be represented. Parents will be notified, in writing, within five (5) school days of the expulsion hearing as to the Superintendent's decision. An appeal may be made to the Board of Education. This must be done in writing within 72 hours of receiving notice of the Superintendent's decision. All consequences will be enforced during the appeal period at the discretion of the Superintendent. Sworn, recorded testimony shall be given. Since the appeal is heard by the Board of Education, the Open Meetings Act governs the hearing. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Discipline of Students with Disabilities

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

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy. All computers located in classrooms, labs and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. The district with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Bullying

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

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

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

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the

school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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

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

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

Implementation

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

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

Procedure

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

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

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a

request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

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

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

D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

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

Weapon-Free School Zone, Arson, Assault and Criminal Sexual Conduct Policy

Mason Consolidated Schools will follow State of Michigan law regarding criminal offenses in this category.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials provided the school's learning environment is not negatively affected. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent and pervasively or vulgar.
 - 2. Advertises any product or service not permitted to minors by law.
 - 3. Intends to be insulting or harassing.
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school events.

5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

Students who are unsure whether or not materials they wish to display meet school guidelines shall present them to the principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

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

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules:

Previous to loading (on the road and at school), each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop).
- Stay off the road at all times while walking to and waiting for the school transportation.
- Line up single file off the roadway to enter.
- Wait until the school transportation is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the driver signals it is safe to cross.
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

TRANSPORTATION SCHOOL BUS RULES

Our focus is on safety and we want the drivers' attention on the road and on traffic conditions. The bus driver has the right to expect students to behave on the bus. Student conduct on school buses will be video-taped on a random basis.

Parent cooperation and reinforcement of the following rules are essential:

During the trip each student shall:

- * Remain seated while school transportation is in motion
- * Keep head, hands, arms, and legs inside the school vehicle at all times
- * Not litter in the school vehicle or throw anything from the vehicle
- * Keep books, packages, coats, and all other objects out of the aisle
- * Be courteous to the driver and to other riders
- * Not eat or play games, cards, etc.
- * Not tamper with the school vehicle or any of its equipment

Leaving the bus

Each student shall:

- * Remain seated until the vehicle has stopped
- * Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe
- * Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization (bus pass) from school officials.

VIDEO TAPES ON SCHOOL BUSES

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. The district shall keep all video recording of students confidential and shall

comply with all applicable state and federal laws related to video recordings when such recordings are considered as part of the student's education and behavioral record as determined by the district and in accordance with the law.

SECTION VII – APPENDIXES

FERPA NOTICE

Notification of Student and Parent Rights under Family Educational Rights and Protection Act.

The Family Educational Rights and Privacy Act (FERPA) afford parents and legal guardians (*parents*) and students over 18 years of age (*eligible students*) certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal or program supervisor a written request that identifies the record(s) they wish to inspect. The principal or supervisor will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Upon request of the viewer, a record shall be reproduced unless the record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Mason Consolidated Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District County Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-4605

5. **Directory Information:** Directory information is defined as information, which would not generally be considered harmful, or an invasion of privacy if disclosed. Upon receipt of a request for information, the Mason Consolidated Schools will disclose the following types of information without notification or consent from the student or parents unless a written objection to the release has been delivered to the student's school within ten (10) days of the distribution of this notice: (I) name, (ii) address, (iii) date and place of birth, (iv) participation in officially recognized activities and sports, (v) weight and height of members of athletic teams, (vi) dates of attendance, (vii) degrees and awards received, and (viii) photograph. **The district will not disclose directory information requested for the purpose of surveys, marketing or solicitation unless the district determines that the use is consistent with the educational mission of the district and is beneficial to the affected students. The district will provide student names, addresses and phone numbers, if listed, to the armed forces of the United States and to service academies of the United States.**

Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8 This policy is available in the school's and counselor's offices. It is the policy of the Mason Consolidated School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight or any other status covered by Federal, State or Local Law is allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304. non discrim policy.doc.

**GRIEVANCE PROCEDURES FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATIONAL AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975**

Section I

Any person believing that Mason Consolidated School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Educational Amendment Act of 1972 (3) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Superintendent
Mason Consolidated Schools
2400 Mason Eagles Drive
Erie, Michigan 48133

(734) 848-9304

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days. The complaint may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of the receipt of answers to the informal complaint. The coordinator shall further investigate the matters of

grievance and reply in writing to the complainant within five (5) business days.

Step 2: A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the

Superintendent of Schools with five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education with five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within 40 days of the receipt of such an appeal. A

copy of the Board's disposition of the appeal shall be sent to each concerned party within (10) days of this meeting.

Anyone at any time may contact the Office of Civil Rights for information and/or assistance at 216-522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611. Fax: 216-522-2573; TDD: 877-521-2172.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of the Acts and the Regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

Title VI, IX, 504 Grievance Form. This form is available in the school office and can be downloaded from our website at www.eriamason.k12.mi.us

COMPLAINT FORM

- Title VI
- Title IX
- Title II
 - Section 504
 - Age Discrimination Act

Date: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Telephone (home): _____ (work): _____

Status of person filing complaint:

Student [] Employee [] Parent/Guardian [] Other: _____

Statement of complaint (include type of discrimination charged and the specific incidents in which it occurred):

Signature of Complainant: _____ Date filed: _____

Complainant received by: _____ Date received: _____

Complaint number: _____ Complaint authority: _____

Submit all copies to the local Civil Rights Coordinator. The person receiving the complaint will sign receipt, date and number the complaint. One (1) copy will be returned to the complainant, and one (1) copy will be retained by the Civil Rights Coordinator.

Distribution: 1st Copy – Civil Rights Coordinator
2nd Copy – School/Department
3rd Copy – Complainant

Sexual Harassment Complaint Form. This form is available in the school office and can be downloaded from our website at www.eriemason.k12.mi.us.

Name of Complainant: _____ Date: _____

Address: _____ Phone #: _____

Name of Accused: _____

Address: _____ Phone #: _____

Description of Incident:

Date: _____	Time: _____
Place: _____	

Incident:

Witness (es): _____ Phone #: _____

Complainant's reaction to the incident:

Accused's reaction to the incident:

Signature of the Complainant:

Signature of Person Receiving Complaint: _____

Position: _____

School District Complaint Officer – Superintendent of Schools, 2400 Mason Eagles Drive, Erie, MI 48133. Telephone: (734)848-9304. The state agency for investigation of complaints: Michigan Department of Civil Rights, Executive Office, Capitol Tower Bldg., Ste. 800, Lansing, MI 48913. Telephone: (517) 335-3165. The federal office for investigation of complaints: U.S. Department of Education, Office of Civil Rights, 600 Superior Ave., Room 750, Cleveland, OH 44114.

Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form #5530 F2

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Notification to Parents Regarding Student Records Form #8330 F9

(Mr.) (Mrs.) (Ms.) (Miss) _____ is the Custodian of Records and is responsible for the supervision of student records at the school. (His) (Her) office is located at _____ or s/he can be reached by calling _____.

Each student’s records will be kept in a confidential file located at the student’s school office. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by federal law and state and district regulations.

A parent or adult student has the right to:

- A. Inspect and review the student’s education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record are inaccurate, misleading, or otherwise in violation of the student’s rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally-identifiable information contained in the student’s education records, except to those disclosures allowed by the law. The school’s administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge district noncompliance with a parent’s request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202 - 4605.
- F. Obtain a copy of the District’s Policy #8330 and AG 8330 on student records.

Notification to Parents on Blood-Borne Pathogens Form #8453.01 F5

Dear Parent:

We recently have been notified by the federal government that the district is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the federally-mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact Deb McCain at 848-9402.
2/98

Authorization for Prescribed Medication or Treatment Form. This form is available in the school office and can be downloaded from our website at www.eriamason.k12.mi.us

SECTION VIII – TECHNOLOGY USE POLICIES

ELECTRONIC INFORMATION GUIDELINES

The network is provided for students to connect with research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right. Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks. Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board

policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

- *Sending or displaying offensive messages or pictures*
- *Using obscene language*
- *Harassing, insulting or attacking others*
- *Damaging computers, computer systems or computer networks or other technologies*
- *Violating copyright laws*
- *Using another's password*
- *Trespassing in another's folders, work, mail or files*
- *Intentionally wasting limited resources*
- *Employing the network for commercial purposes*
- *Any other actions deemed inappropriate by the administration*

Violations may result in a loss of access as well as other disciplinary or legal action.

CODE OF CONDUCT

Rights

Members have the following rights:

1. Free and equal access to available technology and network services to facilitate learning and enhance educational information exchange;
2. Use of all authorized hardware and software;
3. Access to information from outside resources;
4. Free and open expression subject to the Student Code of Conduct/Teacher Contract;
5. Conditional privacy in e-mail, listserv and bulletin board communications. If a user is believed to be in violation of the guidelines stated in this Technology Code of Conduct, a school administrator or teacher may gain access to private correspondence or files. An attempt will be made to notify the user of such inspections whenever possible.
6. Conditional privileges to sign up for list-servs, bulletin boards and news groups.

Responsibilities

Members have the following responsibilities:

1. Use of appropriate language. Profanity or obscenity will not be tolerated on the Network. All members should use language appropriate for school situations as indicated by school Codes of Conduct and Teacher Contracts.
2. Utilization of resources that support the school's mission. Keep all files free of pornographic and other offensive materials.
3. Utilization of non-offensive and non-inflammatory speech. Members must respect the rights of others both in the local community and in the Internet at large. Personal attacks

are an unacceptable use of the Network. You are to bring the incident to the attention of a teacher or school administrator.

4. Appropriate use of technology in the school. Use of the technology for private business, for product advertisement or political lobbying is prohibited.
5. Attendance at appropriate training sessions in the use and care of hardware, software and networks and refraining from using any technology for which they have not received training.
6. Following the rules established for the use of hardware, software, labs and networks in the school through remote access outside of the school.
7. Legal use of technology. Use of technology for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under State and Federal Law.
8. Keeping passwords private. All violations of this guideline that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user.
9. Maintaining the integrity of district technology. A deliberate attempt to degrade or disrupt system performance of the Network or any other computer system in cyberspace by spreading computer viruses is considered criminal activity under State and Federal Law.
10. Notification of threatening or unwelcome communications to a school administrator or teacher. Members must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. Mason Consolidated School District cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual users must take responsibility for their own actions in navigating the Network.
11. Ethical use of technology. Malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems is prohibited.
12. Appropriate use of e-mail, list-servs, bulletin boards or news groups.
13. Obtaining prior approval from a school administrator or designee to develop a Web page or create a bulletin board.
14. Adherence to copyright guidelines in the use of software, information, and attributions of authorship and in the transmission or copying of text or files on the Internet or from other resources.
15. Obtaining the original author's prior consent before re-posting personal communications. To re-post personal communications without the original author's prior consent is a violation of the author's privacy. However, all messages posted in a public forum such as news groups or list-servs may be copied in subsequent communications, so long as proper attribution is given.
16. Use of real names. Impersonation, anonymity and pseudonyms are not allowed. Individuals must take responsibility for their actions and words.
17. Use of exemplary behavior on virtual field trips. When visiting locations in cyberspace, members must conduct themselves as representatives of their school and of the community as a whole.
18. Observation of safety precautions. Members must never send home addresses or home phone numbers over cyberspace, nor provide credit card or social security numbers. Once

information is released in cyberspace, there is no way to limit or control its usage. It is important that members recognize that there is no such thing as total security in network communications.

Consequences of Inappropriate Behavior

Any member who does not comply with the Technology Code of Conduct may lose Network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Members will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

The school administrator will determine what is inappropriate use based on the Technology Code of Conduct. The school administrator may close an account at any time for infractions. Members violating any of these rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of the school district. Discipline may include requirements for additional training sessions and/or legal action.

Definitions:

The Following definitions are used in the Administrative Guidelines.

- Technology: District equipment includes but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.
- Software: Software includes, but is not limited to, computer software, print and non-print resources.
- Networks: Networks include but are not limited to all voice, video and data systems.
- Network Members: All account holders on the Mason Consolidated School District network will be granted access to network services.
- The following people may hold accounts on the Mason Consolidated School District network:
 1. Students. Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in the Technology Code of Conduct.
 2. Employees. Staff members currently employed by the district may be granted a network account upon agreement to the terms stated in these guidelines.
 3. Others. These requests will be granted on a case-by-case basis, depending on need and resource availability.

PARENT/STUDENT USER AGREEMENT FOR ELECTRONIC INFORMATION

TECHNOLOGIES

We are pleased to offer students of the Mason Consolidated Schools access to electronic information technologies including computer networks for electronic mail and the Internet. To

gain access to technology, e.g., e-mail and the Information Superhighway, all students must complete the attached form and return it to their teacher. Students under the age of 18 must also obtain written parental permission. Students 18 and over must sign their own forms. Access to electronic information technologies will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other network users throughout the world. Families should be warned that some material accessible via the Internet and other networks may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make access available to further educational goals and objectives, students may find ways to access unacceptable materials as well. We believe that the benefits to students from access to the Information Superhighway in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the acceptable standards that their children should follow when using media and electronic information sources.

COMPUTER AND COMPUTER NETWORK SAFETY AND USE POLICY

In compliance with the Federal Children’s Internet Protection Act (47 USC 254(h) (1)), not later than June 30, 2002 there shall be instituted for the School District’s computers and computer network a technology protection measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors to material which is: obscene; child pornography, or: harmful to minors.

- A. The term “minors” means individuals under the age of eighteen (18) years.
- B. The term “child pornography” means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
 - 1. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
 - 2. such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
 - 3. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
 - 4. such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
- C. The term “materials harmful to minors” means any communication, picture, image, graphic image file, article, recording, writing, or other matter of any kind that:
 - 1. taken as a whole and with respect to minors, appeals to a prurient internet in nudity, sex, or excretion;
 - 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

The activities of students on School District computers and computer network shall be monitored by the teacher responsible for the class for which the computer activity is being conducted, and/or by School District personnel designated by the Superintendent of Schools. No person shall use any School District

computer, computer equipment, or School District-provided Internet connection to access sexually explicit or obscene material. When using School district computers, computer equipment or Internet connections for electronic mail, chat rooms, bulletin boards or any other form of direct electronic communication, no student shall disclose any personal information (including, but not limited to, names, addresses, telephone numbers and photographs) about other students or School District staff. Students shall be discouraged from disclosing personal information about themselves in electronic mail, chat rooms, bulletin boards or any other form of direct electronic communication through the Internet. School District computers, computer equipment and Internet connections shall not be used by any person to access another person's accounts, files, data or information without authorization, or for any unlawful activity. The interference with others' accounts, files, data, or information is prohibited. The School District reserves the right to monitor and review all use of its computers, computer equipment, and computer network (including, but not limited to, Internet activity and external/internal electronic mail, files and data); no user of the School District's computers, computer equipment or computer network shall have any expectation of privacy with respect to use of the School District's computers, computer equipment or computer network. No person shall engage in any activity which is detrimental to the stability or security of the School District's computers, computer equipment or computer network, or use of school District computers, computer equipment, or computer network in any way which is detrimental to the stability or security of others' computers, computer equipment or computer networks, including, but not limited to, the intentional or negligent introduction of viruses, or the vandalism or abuse of hardware or software. No person shall use the School District's computers, computer equipment or computer network in violation of copyright laws, including, but not limited to, the installing, downloading, copying or using of copyrighted software without proper authority. No person shall, in the course of using the School district's computers, computer equipment or computer network, impersonate another person or user; no person shall reveal a password of another person or user.

No person shall use the School District's computers, computer equipment or computer network for commercial purposes. Violation of this policy may result in disciplinary action, as well as restriction, suspension or termination of access to the School District's computers, computer equipment and/or computer network. In addition, referral may be made to law enforcement authorities. This policy shall not be instituted prior to the giving of reasonable public notice and the holding of at least one (1) public hearing or meeting to address the contents of this policy.

MASON CENTRAL ELEMENTARY SCHOOL
ACKNOWLEDGMENT OF STUDENT HANDBOOK, USER AGREEMENT AND
PARENT PERMISSION FORM

I have read, understand and agree to abide by the terms and conditions of the Mason Central Elementary School Student Handbook. Furthermore, as a user of Mason Consolidated School District's Electronic Information Technologies, I hereby AGREE to comply with the stated guidelines – use of technology and communicating over networks in a responsible fashion while honoring all relevant laws and restrictions.

_____ Date: _____
*Student Signature

_____ Date: _____
*Parent Signature

I understand that my student must comply with the terms and conditions of all rules, regulations, policies, and procedures identified in the handbook and regulations herein in accordance with board policy. I further understand that these rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school. Additionally, as the parent or legal guardian of the student signing above, I GRANT permission for my child to access district computer services such as electronic mail and the Internet. I UNDERSTAND that students and parents/guardians may be held liable for violations. I UNDERSTAND that some materials on networks may be objectionable, but I ACCEPT responsibility for guidance of use setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

**Note: Failure to sign does NOT change the student or parent/guardian requirement for compliance with the handbook, rules, regulations, procedures, or policies of the district. Additionally, failure to sign does NOT change the enforcement of the handbook, rules, regulations, procedures, or policies of the district.*