## School Day Time Schedule

<table>
<thead>
<tr>
<th>Time Block</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st hour</td>
<td>7:50-9:00 a.m.</td>
</tr>
<tr>
<td>2nd hour</td>
<td>9:06-10:16 a.m.</td>
</tr>
<tr>
<td>3rd hour</td>
<td>10:16-10:46 a.m.</td>
</tr>
<tr>
<td>4th hour</td>
<td>10:52-12:02 p.m.</td>
</tr>
<tr>
<td>5th hour</td>
<td>11:32-12:02 p.m.</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>10:57-11:27 a.m.</td>
</tr>
<tr>
<td>3rd Lunch</td>
<td>11:32-12:02 p.m.</td>
</tr>
<tr>
<td>4th Lunch</td>
<td>12:08-1:18 p.m.</td>
</tr>
<tr>
<td>5th Lunch</td>
<td>1:24-2:35 p.m.</td>
</tr>
</tbody>
</table>
Mason Public Schools  
MISSION STATEMENT  
The mission of the Mason Public Schools, as a partnership of students, staff, parents, and community, is to inspire and empower students to succeed in school and throughout their lives.

Mason High School  
MISSION STATEMENT  
The Mason High School community is committed to providing a secure and challenging educational setting that will encourage each student to master academic and social skills by working to his/her individual potential to become a responsible, contributing citizen.

MASON HIGH SCHOOL  
1001 S. Barnes Street  
Mason, Michigan 48854  
http://mason.k12.mi.us

Mr. Lance Delbridge, Principal  
(517) 676-6487 – ldelbrid@mason.k12.mi.us

Mr. Nicholas Toodzio, Assistant Principal  
9th and 11th Grades  
(517) 676-9055 – ntoodzio@mason.k12.mi.us

Ms. Amy Spears, Assistant Principal  
10th and 12th Grades  
(517) 676-9055 – aspears@mason.k12.mi.us

Greg Lattig, Athletic Director  
(517) 676-6535 – glattig@mason.k12.mi.us

Parents, to set up your login and password to access your student’s grades, attendance, etc., call the Information and Technology Services office, (517) 676-6516. Visit http://mason.k12.mi.us and click on “Parental Access”.  

2
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ADMINISTRATIVE RIGHT
TO IMPLEMENT
NEW RULES AND REGULATIONS
The administration of Mason High School reserves the right
to establish rules and regulations which are not stated in this
handbook but which are necessary and proper for carrying
out the educational programs of the school. In addition, the
administration may amend or change current rules and
regulations stated in this handbook. When, in the judgment
of the administration, a student’s behavior adversely
influences others or interferes with the educational process,
the student will be subject to disciplinary action.
I GENERAL INFORMATION

Backpacks and Book bags
For safety reasons, backpacks, book bags, and other items deemed inappropriate by staff, are not permitted in the classrooms.

Contact Information
Mason High School
Athletic Office.................................................................676-6535
Attendance/Assistant Principals’ Office............................676-9055
Counseling Office.............................................................676-6519
Custodial Office...............................................................676-6523
Kitchen .............................................................................244-6415
Principal’s Office .............................................................676-6487

Additional District Numbers
Alaiedon Elementary ......................................................676-6501
Cedar Street Elementary ..................................................676-6505
Family Services Office .....................................................676-6528
Mason Middle School .....................................................676-6514
North Aurelius Elementary ..............................................676-6509
Special Education Office ................................................676-6532
Steele Street Elementary .................................................676-6510
Summit High School .......................................................676-6498
Superintendent’s Office ..................................................676-2484
Transportation Office .......................................................676-6496

MHS Telephone Extensions

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<td>Filipiak, Jasen</td>
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<td>Ford, Courtney</td>
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<td>Kerr-Dunsmore, Ellen</td>
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<td>Males, Josh</td>
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<td>VanBeelen, Wendy</td>
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<td>Vining, MaryAnn</td>
<td>212</td>
<td>World Language</td>
</tr>
<tr>
<td>Ware, Carolee</td>
<td>281</td>
<td>Science</td>
</tr>
</tbody>
</table>

*denotes voice mail extension only
**Care and Use of the Building and Grounds**
This school is one in which we can all take pride. Maintaining a clean and attractive building requires daily work from each of us. Each person who uses the building or outside areas has the responsibility of caring for these areas. Littering or marking on surfaces is inappropriate at any time.

- Glass containers are not acceptable on school property.
- Several display areas are available for posters as long as permission is given in the office.
- The school is available during after school hours when an activity has been approved and is being supervised by authorized personnel. Failure to do so will be considered trespassing.

**Change of Address**
If there is any change in a student’s name, home address, mailing address, telephone number, email address or emergency contact numbers, please notify the Counseling Office immediately. We need to maintain accurate records so that we can ensure appropriate communication with parents/guardians.

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

Students who wish to drive to school and park vehicles must have a parking permit. Permits can be obtained from the front office. There is a fee of $10.00 for each parking sticker obtained. Students who plan to regularly drive multiple cars must purchase multiple parking permits. Parking stickers must be permanently attached and visible on the front right hand lower corner of the windshield. Parking permits remain the property of Mason High School and must be surrendered upon request. A student wishing to transfer a permit permanently from one car to another car may do so by trading in the old sticker for a new one and updating the application information. Parked vehicles must be locked. The school assumes no liability for loss or damage.

Students in regular programs who arrive on time to school must park in the south parking lot only and enter through the doors on the south side of the building. Morning CACC students, and other off-campus students who arrive during the school day, will need to park in the west parking lot (in front of the building) in the northernmost three rows. They will need to pick up a special parking permit for that purpose (no additional charge) in the main office. Other students arriving after 8:00 a.m. must register in the main office for a one-day permit to park in the west lot upon their arrival to school.

NOTE: Mason Public Schools reserves the right to search any vehicle brought onto school property in the interest of the health and safety of others.
**Driver Education**
Parents may contact any one of several driving schools in the area. You must enroll directly with the driving school. The cost will vary depending on the school. The Family Services office (located in the high school) has a handout listing the current schedule for Driving Right Training School. For your convenience, the Driving Right Training School offers Segment 1 and Segment 2 classes here at Mason High School throughout the year. Students or parents may stop by Family Services during office hours, 7:30 am – 4:30 pm to obtain information.

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

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

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

**Bomb Threat**
If a bomb threat is received at the high school, all students will be evacuated and a search of the building will be conducted. Students will be expected to stay with appropriate staff members while the search of the building is being completed. Students leaving school grounds will be subject to disciplinary action. Any student guilty of calling in a bomb threat to any Mason Public School building will be recommended for expulsion and subject to prosecution.

**Lock Down**
In certain circumstances it may be necessary to lock down the high school. In the event of a lockdown, teachers are to follow specific directions, lock classroom doors, and keep all students in the classroom until further notice. Parents should not come to the school to pick up their child, as students will not be released until the lock down has been lifted. Our first priority is to ensure the safety and well being of our students and staff. While we understand your desire to reach your children, we ask that you contact Mason Public Schools’ Administration Office, 676-2484 for more information.
**Gym Locks**
The use of gym locks is strongly encouraged during gym class and by athletic team members. The school does not provide locks and is not liable for items stolen from lockers. Any valuables (money, jewelry, etc.) should be given to your Physical Education teacher at the beginning of the hour for safekeeping.

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

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

**Lockers**
Lockers are the property of Mason High School. Each student is assigned the use of one locker for his/her high school career. The combination to the lock or the use of the locker should not be shared with anyone. Lockers will be kept locked when not in use. Lockers that are not cleaned out or have stickers, graffiti, gum or excessive damage will be assessed a $20.00 fee. Please see a custodian for help removing graffiti before a fee is assessed.

The school does not assume liability for items that are stolen from lockers. The majority of school thefts occur from unlocked lockers. It is important to keep your combination confidential. Moreover, do not set your lock to open without using the combination. School authorities may search lockers at any time. Items that are illegal or could be used to disrupt the learning environment will be confiscated.

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

**Military Recruiters**
The No Child Left Behind Act requires that schools release students' names, addresses, and phone numbers to military recruiters and institutions of higher education if requested. If you do not want your student’s information released,
you must send written notification to Lance Delbridge, Principal, 1001 S. Barnes St., Mason, MI 48854.

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

Police Department/School Partnership
Mason High School maintains a cooperative relationship with law enforcement agencies. Public Act102 requires that a law enforcement official be summoned for specific reportable offenses on or off school property that pose a significant threat to students and/or staff. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises (including school-sponsored activities and while riding a school bus), or to maintain a safe educational environment. The administration has the responsibility and authority to determine when assistance from law enforcement agencies is necessary to maintain a safe and orderly environment. The school district’s administrators shall act in a manner that protects and guarantees the rights of students and parents. School personnel will notify parents if their student is suspected of criminal activity.

School Closings
Decisions about school closings or unusual dismissals are made on a system-wide basis. If there is a closing, an announcement will be made on several television and radio stations. When school is closed for inclement weather, all school events will be canceled or postponed.

Student ID
All students are required to have their picture taken for the purpose of obtaining a Mason High School Student ID. Students must present a current Mason High School Student ID for admission to school dances. If a student loses their ID, they must contact the high school main office for a replacement. A fee of $5.00 will be charged for a replacement ID.

Student Insurance
There is an opportunity for parents to purchase student insurance for their child through an "outside" insurance company, which handles the policies. Coverage may include dental injuries and other injuries, which may happen at school. These policies can be purchased for a nominal fee. Information is available in the main office.
Telephone
The office telephone is a business phone. Student use of this phone is intended for emergencies, illness or transportation. Class time is not to be used for telephoning except in unusual instances with approval and a hall pass from a teacher. Students who exhibit excessive or improper use of the telephone may be denied access to the phone.

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

Work Permits
During the school year, students may obtain a work permit from the Counseling Office. Persons who are 18 years old do not need a work permit. After the employer completes Part I and the applicant completes Part II, please return the work permit to the Counseling Office. Please allow up to two days for completion of forms. During the summer, work permits may be obtained from the Administration Building.

II  STUDENT ASSISTANCE

Counseling

COUNSELING OFFICE
Telephone (517) 676-6519  FAX (517) 244-6412
Sarah Williams, Counselor (A-G)  Karen Hilker, Secretary
Kim Kores, Counselor (H-O)  Maureen Holbrook, Registrar
Kathleen Oakes, Counselor (P-Z)

Mason High School counselors are available to serve your needs in the areas of personal counseling, career guidance, post-high school educational planning, class scheduling and financial aid information. Each student is assigned to a specific counselor, but students can make appointments with any of the counselors. A student should be in regular contact with his/her counselor regarding course planning and credit status.

Crisis Intervention Team
A team made up of trained teachers, counselors, social workers, and administrators is available when our school is affected by a traumatic event such as the death of one of our students. The team functions to provide emotional support at school and assist with out-of-school help for students of Mason High School.
Emergency Assistance
Al Anon (living with someone with a drinking problem) .................. 321-8781
Ingham County Health Department (Medical/Health) .................. 887-4300
Parenting/Counseling/Mental Health ........................................... 392-1873
24 Hour Emergency Services ................................................... 1-800-372-8460
Catholic Social Services ................................................................. 374-9005
Child and Family Services ............................................................. 882-4000
Community Mental Health ............................................................. 393-4030
Cristo Rey Community Center ...................................................... 372-4700
Ele’s Place .................................................................................... 482-1315
Gateway Community Services ..................................................... 351-4000
Listening Ear ................................................................................ 337-1717
Mason Community Outreach ....................................................... 676-2461
MSU Psychological Clinic ............................................................. 355-9564
Willow Plaza ................................................................................. 484-9292

Pregnancy and Parenting
Ingham County Health Department .............................................. 887-4300
Planned Parenthood ...................................................................... 351-0550
Willow Plaza ................................................................................ 484-9292

Runaway Services
24 Hour Hotline (Runaway Assistance) .......................................... 1-800-292-4517
Capitol Area Community Services (food, clothing) ....................... 482-6281
Crossroads at Gateway ................................................................. 351-4000
Suicide Prevention/The Listening Ear ......................................... 337-1717

Special Education
SPECIAL EDUCATION OFFICE
Telephone (517) 676-6532 FAX (517) 676-6536
Deborah Disbro, Director Deb Luesse, Psychologist
Suzette Patterson, Secretary Karen Harvey, Social Worker
Kim Dickinson, Social Worker

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

Student Support Groups
Mason High School offers educational support groups to its students. Groups meet weekly but rotate through the hours of the school day to limit absences in any one class. All groups are confidential and are led by trained staff. Parent permission is requested for a student to attend a support group unless the student is 18 years of age. Students interested in learning more about these groups should contact the counseling department.
Summit High School

SUMMIT HIGH SCHOOL OFFICE
Telephone (517) 676-6498 FAX (517) 676-0292
Matthew Stuard, Director To Be Determined, Secretary

Summit High School is an off campus alternative high school program affiliated directly with Mason High School. Students must see their high school counselor, submit an application and have an interview with the program director in order to be considered for the program.

III STUDENT INFORMATION

A. ACADEMICS

Academic Awards

- An Academic Letter is awarded to any junior student who has maintained a 3.5 grade point average or higher at the conclusion of their sophomore year. Additionally, senior students who did not qualify for an academic letter as a junior, will be awarded an academic letter if they maintain a 3.5 grade point average or higher at the conclusion of their junior year.
- An Academic Excellence Pin is awarded to any senior student who has maintained a 3.7 grade point average or higher at the conclusion of their junior year.

Capital Area Career Center

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

CO-OP

CO-OP is the secondary school extended into the community where work is supervised in businesses and companies. Students learn skills and gain knowledge of trade, industry, retail, and business. To participate in the CO-OP program you must submit an application to the high school counseling office. Your application will be checked carefully for background experience, grades, and attendance. To be enrolled in the CO-OP program a student is required to take a related class at MHS.
Dual Enrollment

Eligibility

The Post-secondary Enrollment Options Act directs school districts to assist students who are in the dual enrollment program in paying tuition and fees for courses at Michigan public or private colleges or universities. The dual enrollment program applies only during the academic school year; and only if all the following conditions are met:

1. The student is in grade eleven or grade twelve and has taken the high school MME, and / or the ACT PLAN or PSAT tests in all subject areas offered.

2. It is expected that all students will achieve a qualifying score in all subjects on the MME, ACT PLAN and / or PSAT to be eligible for dual enrollment. However, if the student does not achieve a qualifying score in all subject areas on the MEAP, MME, ACT PLAN and / or PSAT, the following limitations will apply:
   a) The student is only eligible to enroll in a course in the subject area(s) for which he or she has achieved a qualifying score,
   b) The student will be able to enroll in a computer science or foreign language course that is not offered by the school district,
   c) The student will be able to enroll in a fine arts course as permitted by the school district.

Qualifying scores for the ACT PLAN and / or PSAT are listed below. The ACT PLAN and / or the PSAT will be used by sophomores, as well as juniors (in the fall), to qualify for dual enrollment. Once juniors participate in the MME (given during the spring of their junior year) the MME scores or ACT scores will be used for dual enrollment qualification.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Test Section</th>
<th>Content Area</th>
<th>Minimum Qualifying Score</th>
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<td></td>
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<td></td>
<td>Social Studies</td>
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3. The student is enrolled in Mason High School in at least one high school class. The student’s high school schedule is shortened in proportion to the number of college classes in which the student is dually enrolled.

4. Students interested in dual enrollment must dual enroll for the entire school year.
5. The college course(s) selected must meet the following qualifications:
   a) A course offered by an eligible postsecondary institution that is not offered by Mason Public Schools
   b) A course offered by an eligible postsecondary institution that is offered by Mason Public Schools but is determined to not be available to the student due to a scheduling conflict
   c) A course that is not a hobby, craft or recreational course
   d) A course that is in a subject area other than physical education, theology, divinity, or religious education.

6. The Mason Public School District will pay tuition and fees related to a course that meets the above qualifications, not to exceed the amount allotted per class by the state of Michigan. The student will be responsible for textbooks, calculators, transportation and incidental fees.

7. If a student meets all the above conditions, is approved to register at the post-secondary institution, registers for a course and then later decides to drop the course, the student and / or parent will be responsible for the tuition.

8. Mason High School students may take college courses that do not meet the dual enrollment requirements. However, such courses will not be part of the student’s regular high school schedule, will not count for high school credit, and will not be paid for by the Mason Public School District.

9. A maximum of 4 credits earned outside of Mason High School (dual enrollment, correspondence, summer school, and / or Michigan Virtual High School) may be applied toward graduation. This program has two objectives:
   a) To provide high school credit for students needing additional credits or desiring to take classes for enrichment.
   b) To provide an opportunity for qualified high school students to earn college credit while still in high school.

Process For Dual Enrollment
1. The student will consult with his/her counselor. The student’s counselor will evaluate the reduced schedule request and determine if it is in the best interest of the student.

2. The counselor will determine whether or not the student qualifies for dual enrollment status.

3. The student will complete a Dual Enrollment Request Form (form available in the counseling office) and will return it to the registrar or their counselor at least three weeks prior to college/university registration. This form must have a parent/guardian signature before we can process. A request form must be completed for each semester of enrollment at the college or university. It is the responsibility of the student to enroll in the approved courses.

4. Upon receipt of the request form and approved by the Counselor, the registrar will process paperwork and fax the dual enrollment authorization along with the billing authorization directly to the post secondary institution.

5. Any tuition and fee payments exceeding the approved amount will be the responsibility of the parent/guardian. Payments should be made directly to the post secondary institution. In the event that a dual enrolled student (as defined in the dual enrollment program) subsequently withdraws from a
college course, the student and parent/guardian will be responsible for reimbursing the school district for any payments made by the school district to the post secondary institution.

Earning Credit Through Dual Enrollment
1. The student must obtain written permission each college semester from their counselor.
2. The student must enroll in a 3, 4, or 5 credit college course to earn one-half credit at the high school level per trimester. A student may enroll in a 1 or 2 credit course with the permission of their counselor.
3. Students may not take college courses as an “audit”.
4. The student must submit a grade report to the counseling office, upon completion of the course. A credit / no credit grade for the course will be included on the students transcript.

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

Senior Final Exam Waiver
Senior students may waive their final exams during the third trimester provided that the following conditions are met. The waiver option applies to each individual class for seniors who meet the following criteria:
1. No Out-of-School Suspensions during the entire year
2. No Saturday Morning Detentions during the third trimester.
3. Maintained a "B" average or higher in the class during the third trimester.
4. No unexcused absences in the class during the third trimester.
5. Three or fewer excused absences in the class during the third trimester.

Seniors who have earned the privilege to waive their exams do not have to attend that class during the scheduled exam time.

Appeal Process
Senior students who do not meet the criteria listed above but feel that they have extenuating circumstances, may file an appeal with the 12th grade assistant principal at least two weeks prior to exams. The appeal must include a detailed statement regarding their absences and must include a parent signature. This request must be on file two weeks prior to exams. Appeals will be considered on a case by case basis. However, absences due to funerals, hospitalization or other extreme emergency situations will be the only reasons considered by the administration.

Grades
Beginning with the 2008-2009 school year, students will earn credits and grades will be reported three times per year under a trimester-based system. During each trimester a student will earn a grade for five classes. Eighty percent of the student’s
grade in each class will be determined by how well they perform on day to day tasks including daily assignments, projects, tests, quizzes, etc. The other twenty percent of their grade will be determined by their performance on the end of trimester final exam.

**Graduation Requirements**

**Class of 2009**

Listed below are the minimum requirements a student must complete to earn a Mason High School diploma. Each student must participate in all state-approved assessment programs and earn at least 23 credits in grades 9-12 to include the following:

**English – 3 credits**
- 1 credit in Freshman English
- 1 credit in Sophomore English
- 1 credit in Junior English which includes 1/2 credit in writing

**Math – 2 credits**
- Students must minimally complete the Integrated Math I curriculum

**Science – 2 credits**
- 1 credit in Physical Science
- 1 credit in Biological Science which can be fulfilled by taking Biology, General Biology, Animal Science or Plant Science

**Social Studies – 3 credits**
- 1 credit in U.S. History
- 1/2 credit in U.S. Civics
- 1/2 credit in World Studies
- 1/2 credit in Economics
- 1/2 credit in Social Studies elective

**Computer Education – 1/2 credit**
- Students must complete a 1/2 credit Information Technology course between 9th and 12th grades or demonstrate competency on an 8th grade exit assessment

**Consumer Education – 1/2 credit**
- 1/2 credit in Planning Your Future

**Physical Education – 1 1/2 credits**
- 1/2 credit in Introduction to Physical Education (Freshman Year)
- 1 credit in Physical Education electives

**Foreign Lang., Art, Music, Business, Life Mng’t., Tech. – 2 credits**

**Electives – 7 1/2 credits**
Class of 2010
Listed below are the minimum requirements a student must complete to earn a Mason High School diploma. Each student must participate in all state-approved assessment programs and earn at least 24.5 credits in grades 9-12 to include the following:

**English – 3 credits**
- 1 credit in Freshman English
- 1 credit in Sophomore English
- 1 credit in Junior English which includes 1/2 credit in writing

**Math – 2 credits**
- Students must minimally complete the Integrated Math I curriculum

**Science – 2 credits**
- 1 credit in Physical Science
- 1 credit in Biological Science which can be fulfilled by taking Biology, General Biology, Animal Science or Plant Science

**Social Studies – 3 credits**
- 1 credit in U.S. History
- 1/2 credit in U.S. Civics
- 1/2 credit in World Studies
- 1/2 credit in Economics
- 1/2 credit in Social Studies elective

**Computer Education – 1/2 credit**
- Students must complete a 1/2 credit Information Technology course between 9th and 12th grades or demonstrate competency on an 8th grade exit assessment

**Consumer Education – 1/2 credit**
- 1/2 credit in Planning Your Future

**Physical Education – 1 1/2 credits**
- 1/2 credit in Introduction to Physical Education (Freshman Year)
- 1 credit in Physical Education electives

**Foreign Lang., Art, Music, Business, Life Mng’t., Tech. – 2 credits**

**Electives – 7 1/2 credits**

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Class of 2011
Listed below are the minimum requirements a student must complete to earn a Mason High School diploma. Each student must participate in all state-approved assessment programs and earn at least 26 credits in grades 8-12 to include the following:

**English – 4 credits**
- 1 credit in Freshman English
- 1 credit in Sophomore English
- 1 credit in Junior English
- 1 credit in Senior English
Math – 4 credits
- 1 credit in Algebra I
- 1 credit in Geometry
- 1 credit in Algebra II
- All students must take a math course during their final year

Science – 3 credits
- 1 credit in Physical Science
- 1 credit in Biological Science which can be fulfilled by taking Biology, General Biology, Animal Science or Plant Science
- 1 credit in either Physics or Chemistry

Social Studies – 3 credits
- 1 credit in U.S. History
- 1/2 credit in U.S. Civics
- 1 credit in World History
- 1/2 credit in Economics

Computer Education – 1/2 credit
- Students must complete a 1/2 credit Information Technology course between 8th and 12th grades
- All students must participate in at least 20 hours of an on-line learning experience between 6th and 12th grades

Physical Education – 1 credit
- 1/2 credit in Introduction to Physical Education (Freshman Year)
- 1/2 credit Physical Education elective

Visual, Performing and Applied Arts – 1 credit

Electives – 5 1/2 credits

Class of 2012-Class of 2015
Listed below are the minimum requirements a student must complete to earn a Mason High School diploma. Each student must participate in all state-approved assessment programs and earn at least 27.5 credits in grades 8-12 to include the following:

English – 4 credits
- 1 credit in Freshman English
- 1 credit in Sophomore English
- 1 credit in Junior English
- 1 credit in Senior English

Math – 4 credits
- 1 credit in Algebra I
- 1 credit in Geometry
- 1 credit in Algebra II
- All students must take a math course during their final year
Science – 3 credits
- 1 credit in Physical Science
- 1 credit in Biological Science which can be fulfilled by taking Biology, General Biology, Animal Science or Plant Science
- 1 credit in either Physics or Chemistry

Social Studies – 3 credits
- 1 credit in U.S. History
- 1/2 credit in U.S. Civics
- 1 credit in World History
- 1/2 credit in Economics

Computer Education – 1/2 credit
- Students must complete a 1/2 credit Information Technology course between 8th and 12th grades
- All students must participate in at least 20 hours of an on-line learning experience between 6th and 12th grades

Physical Education – 1 credit
- 1/2 credit in Introduction to Physical Education (Freshman Year)
- 1/2 credit Physical Education elective

Visual, Performing and Applied Arts – 1 credit

Electives – 5 1/2 credits

Credit Deficiencies
Attempts to make-up a credit deficiency are possible by taking extra course work through summer school, Lansing Community College, Michigan Virtual High School or correspondence school; any of which require additional time and expense for the student. The maximum number of credits that can be earned in these programs are four. Counselors will advise students on credit make-up options. Seniors in danger of not graduating should work closely with their counselor to choose an appropriate credit recovery option.

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

Honors/Advanced Placement
The honors curriculum at Mason High School offers the highly motivated student challenging opportunities for academic growth. Teacher recommendations for admission into the honors and AP classes are based on grade point average, motivation and other departmental requirements. The rigorous pacing and high level intensity of these courses enrich the scholarly development of the high achieving student.
Parental Access
Parental Access is a tool for parents to access up-to-date information on their child’s demographics, grades, attendance, discipline and food service account via the Internet. To establish a user account, please contact the Information and Technology Services Department at 676-6516.

If you already have an user account Login ID and Password, you can use Parental Access at https://family.mason.k12.mi.us.

Report Cards and Progress Reports
Report cards are issued three times during the school year after each trimester. Parent Teacher conferences will be held at the six-week period of each trimester and additional progress reports will be sent home between the eight and ninth week of each trimester so that parents and students are aware of their academic progress.

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

Schedule Changes
If it is necessary for a student to drop a class for a medical or academic reason, this must be done through the counseling office by the last day of the 3rd trimester.

Policy for drop / add prior to school starting in the fall
1. This can be done by written request (filling out a drop / add form) or by appointment for more complex issues.
2. No scheduling requests will be taken over the phone.
3. Students can obtain a drop / add request form in the counseling office for the above stated reasons.
4. Please note that students will no longer be permitted to change classes that were requested on the students registration form. Therefore, students and parents need to give much thought to the courses they select before they officially request them on the form. In order to get additional information about potential classes, students should access the course description catalogue, talk with instructors, and see their counselor.

Policy for drop / add once school has begun in the fall
1. All schedule requests must be approved by the building principal.
2. Schedule conflicts will be resolved. Conflicts are defined as:
   a) Hours for which there is no class scheduled
   b) Hours for which there are duplicate classes scheduled
   c) Classes in the schedule for which the student has not met appropriate prerequisites
   d) Classes in the schedule which the student has already successfully completed
   e) Classes in the schedule for which the student successfully tested out
3. Students who have been misplaced in a class may change their schedules in order to achieve a more appropriate placement. For example, a student
placed in Spanish 2 may be moved back to Spanish 1 when the teacher, student, and principal agree that the student is misplaced.

4. Students receiving special education services may have their schedule changed as is deemed appropriate by their assigned caseworker and the chair of the special education department.

5. Juniors and seniors approved for Co-op or Capital Area Career Center may add these classes to their schedule only with counselor approval.

6. Seniors lacking a class required for graduation or NCAA eligibility may add the required class.

Policy for second trimester / third trimester
1. Any second / third trimester changes for medical, academic, or personal reasons must be approved by both the counselor and building principal two weeks prior to the start of the new trimester.

2. Schedule conflicts will be resolved. Conflicts are defined as:
   a) Hours for which there is no class scheduled
   b) Hours for which there are duplicate classes scheduled
   c) Classes in the schedule for which the student has not met appropriate prerequisites
   d) Classes in the schedule which the student has already successfully completed
   e) Classes in the schedule for which the student successfully tested out

3. Schedule changes to continue with the same teacher, as the student had for a previous trimester will be considered within the limits of class size as long as the change does not disrupt the remainder of the student’s schedule.

4. Schedule changes to completely discontinue multi-trimester classes are strongly discouraged and are considered only under extreme circumstances. Such changes require both parent and teacher signature.

5. Seniors lacking a class required for graduation or NCAA eligibility may add the required class.

Teacher Assistant Policy
There are many new regulations in the area of student assistants. Students seeking to serve as teacher assistants should contact their counselors for information about opportunities.

B. ACTIVITIES

Cabin Time

Goals
1. Improve relationships between students and among students and teachers by putting everyone on an equal playing field.
2. Create a caring environment where people move beyond their cliques to openly discuss school and community issues, concerns, problems, and possible solutions.
3. Provide students the opportunity to act in a leadership positions.
Expectations of Cabin Time Participants

1. **Listen** - What you have to say is important, but so are comments from other group members. Focus on what each person is saying, not just on what you want to say next. Do not interrupt, but do share what is on your mind.

2. **Issues NOT People** - We expect you to share your examples and experiences, but ask that you avoid using specific names of staff or students. We trust you to explore issues, not criticize people.

3. **Respect** - For this to be a safe place for everyone to share, everyone’s comments must be respected.

4. **Attendance** - Attending your cabin will allow you to meet new students of all grades and experience something entirely different – ALL WITHOUT HOMEWORK! If you choose to SKIP, then you will be responsible for making up the 40 minutes you missed the following week.

5. Closed Campus policy is in effect.

### Co-curricular Extra-curricular Activities

Listed below are opportunities that Mason High School provides students to participate in co-curricular activities.

- Band Concerts
- Choral Concerts
- Dance Team
- Dynamics
- Equestrian Club
- FCCLA (Family, Career, and Community Leaders of America)
- FFA
- Gay/Straight Alliance
- Ice Hockey Club
- Intramural Sports
- Musical/Play
- National Honor Society
- Pep Band
- Powder puff Football
- Profile
- Quiz Bowl
- Science Olympiad
- Ski Club
- Student Senate
- Varsity Club
- Varsity Sports
- Water Polo
- World Language Club
- Yearbook
- Youth In Government

### Dances

**Students must have their Student I.D. for admission to dances.** The price for admission to the dances is $5.00. Dances during football season end at 11:30. Dances during basketball season end at 11:00. No one will be admitted into a dance during the final hour of the dance.

A limited number of guest passes are available on a first come, first served basis. For most dances, guests must be high school students and are required to show their current student I.D. in order to be admitted into the dance. The only exceptions are Fall Homecoming, Winter Fest, and Spring Fling, which recent MHS graduates (two years or fewer) can attend as guests. A guest pass application must be completed and submitted to the front office at least **48 hours prior** to the scheduled dance.
**Dance Courts**

One time during each of Fall, Winter, and Spring, MHS has a spirit week. The Homecoming dance for Fall, Winter Fest dance for Winter, and Spring Fling dance for spring spirit weeks each have a court voted by students. Listed below are the criteria which must be met to be considered for homecoming court:

**Homecoming and Winter Fest Courts**

1. Candidates must be a member of the senior class
2. Candidates must have a 2.5 GPA.
3. Candidates cannot have been suspended during the school year.
4. Candidates must have a petition signed by at least four teachers and 20 students.
5. If a person is on the court in the fall, he/she may not be on the court in the winter.

**Spring Fling Court**

1. Candidates must be an active member of an extra curricular organization. Participation must be verified by advisor/coach.
2. Candidates must have a 2.5 GPA.
3. Candidates cannot have been suspended during the school year.
4. Candidates must have a petition signed by at least four teachers and 20 students.
5. If a person is on the court in the fall or winter, he/she may not be on the court in the spring.

**National Honor Society**

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

**Selection Process**

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

**C. ATHLETICS**

ATHLETIC OFFICE
Telephone (517) 676-6535  FAX (517) 244-1600
Greg Lattig, Athletic Director  Peggy Wassner, Secretary
Any student interested in participating in the interscholastic athletic program at Mason High School should pick up a physical card in the Athletic Director's office. Those students planning to participate in athletics are reminded that they must adhere to Mason High School's athletic code of conduct as well as Mason High School's Student Code of Conduct.

**Capital Area Activities Conference**
Mason High School is a Division II member of the Capital Area Activities Conference. This 26-member league is for all athletic, academic and other extracurricular activities in which these schools participate.

**Divisions**

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<tr>
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<td>Jackson Northwest</td>
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<td>Holt</td>
<td>Lansing Sexton</td>
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**Athletic Seasons**

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<td>Boys' Cross Country</td>
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<td>Girls’ Swim</td>
<td>Girls’ Basketball</td>
<td>Girls’ Tennis</td>
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<td>Girls’ Volleyball</td>
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<td>Girls’ Gymnastics</td>
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IV STUDENT CODE OF CONDUCT

ADMINISTRATIVE RIGHT TO IMPLEMENT NEW RULES AND REGULATIONS
The administration of Mason High School reserves the right to establish rules and regulations that are not stated in this handbook but which are necessary and proper for carrying out the educational programs and safety of the school. When, in the judgment of the administration, a student's behavior adversely influences others or interferes with the educational process, the student will be subject to disciplinary action.

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

A. EXPECTATIONS AND CONSEQUENCES

Academic Dishonesty/ Cheating/ Plagiarism
Students will not be academically dishonest. Academic dishonesty includes but is not limited to the following: copying work, letting work be copied, cheat-sheets, and plagiarizing.

Any and all offenses: Academic and behavioral consequences will be decided upon by the school administration and will be based on the severity of each specific incident. Consequences may include any of the following: earning a zero on the assignment or activity, losing credit for the trimester, being assigned a Saturday Morning Detention, being assigned a 1-10 day suspension, or being recommended to the Mason Board of Education for additional consequences.
**Arson**

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

**Cafeteria/Lunchroom Expectations**

Students will be assigned a specific 30-minute lunch period based on their 4th hour class. During lunch, students will:
- bus their own tables/litter completely
- behave courteously towards fellow students and school personnel
- not throw food or trash
- not be in halls without a written pass

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

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

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

**Cell Phones and other Wireless Communication Devices**

Use and/or possession of an electronic device including: Cell phones, audio/video playback devices, or other wireless communication devices (WCD)

Students will not use, or allow to be seen or heard, any cell phone, audio/video playback device or other wireless communication device (WCD) in the building during school hours. When this happens, the device will be confiscated and turned into the main office, where it can be picked up at the end of the school day. However, electronic devices may be used, if the device is being used to fulfill an academic requirement at the direction of the teacher.

**First offense:** Detention. The student may pick up the device in the main office at the end of the school day.

**Second offense:** Saturday Morning Detention. The parent or guardian of the student must pick up the device.

**Third offense:** 1-10 day suspension. The parent or guardian of the student must pick up the device.

**Refusal to surrender a cell phone, audio/video playback device or WCD upon request**

Students will surrender cell phones, audio/video playback devices or WCDs to any staff member immediately upon request. Failure to do so will be treated as noncompliance.

**Each offense:** See noncompliance.
Inappropriate use of a cell phone, audio/video playback device or WCD
Students will not use the camera function of an electronic device in a bathroom, dressing room or locker room.
Each offense: confiscation of device and at least one of the following: Parent/Guardian contact, detention, Saturday Morning Detention, suspension, expulsion, and Law Enforcement contact.

NOTE: If there is reasonable suspicion that a confiscated cell phone, audio/video playback device or WCD has been used to violate school policy, its contents will be subject to search and review.

Closed Campus
Students will not exit the building without a “PERMIT TO LEAVE” pass that must be obtained from the attendance secretary or an administrator. Parents who wish to sign their student out during the lunch period must enter the high school to sign their child out and must re-enter the high school to sign their child back in upon returning to school.
First offense: parent/guardian contact, Saturday Morning Detention, loss of driving privileges.
Second offense: 1 day suspension, parent/guardian meeting, forfeiture of parking permit, truancy charge.
Third offense: 3 day suspension, parking permit forfeited permanently, truancy charge.

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

Criminal Sexual Conduct
Students will not sexually assault other people. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311 2).

Destruction/Defacing Property
Students will not damage or deface personal or school property.
Each offense: parent/guardian contact, restitution, 1 to 10 day suspension, and/or possible long-term suspension or expulsion

Disrespectful Behavior
Students will not engage in disrespectful behavior including rude comments to students and staff members, verbal confrontations with others, profanity not directed at others, etc.
First offense: parent/guardian contact and detention, Saturday Morning Detention or 1-10 day suspension.
Second offense: parent/guardian contact and Saturday Morning Detention or 1-10 day suspension.
Third offense: parent/guardian contact and 1 to 10 day suspension.

Disruptive Behavior/Horseplay
Students will not engage in behavior that disrupts the learning environment or safety of the school.
First offense: parent/guardian contact and detention.
Second offense: parent/guardian contact and Saturday Morning Detention.
Third offense: parent/guardian contact and 1 to 10 day suspension.

Dress Code
Students will wear clothing that is appropriate. Below are the types of apparel that are not appropriate for school and will not be allowed:
- Shirts that expose the stomach, back or cleavage. Tube tops, halter tops and tops with spaghetti straps, see-through clothing or clothing that reveals undergarments (bras, bra straps or underwear).
- Shorts or skirts that are revealing.
- Clothing that displays alcohol, drugs, tobacco, gang association, weapons, sexual references, profanity, violence, intimidation or organizations promoting any of these. Examples: Hooters, Playboy, Big Johnson’s, etc.
- Outerwear jackets in classrooms.
- Hats are not allowed in some classrooms. If you are allowed to wear a hat it needs to be worn straight forward or straight backward.
- Bare feet. Shoes must be worn at all times.
- Sharp and/or spiked jewelry or chains.

Particular clothing and hairstyles must be regulated in certain laboratory situations if machines, fire or chemicals used present a safety hazard. Coverage of the body is expected at all times. This dress code applies to all school sponsored activities/events. The building administration reserves the right to interpret appropriateness.
1<sup>st</sup> offense: Student must change into appropriate clothing, possible detention
2<sup>nd</sup> offense: Student must change into appropriate clothing, detention or Saturday Morning Detention
3<sup>rd</sup> offense: Student must change into appropriate clothing, Saturday Morning Detention or 1-10 day suspension

Driving and Parking
Students who drive to school and park on school property will:
1. Maintain a current parking permit
2. Follow all expectations regarding parking and permit handling
3. Drive carefully and courteously
4. Not loiter in or litter from vehicles
5. Arrive on time to school
Each offense: parent/guardian contact, parking privileges revoked, police contact, boot, vehicle towed at owner’s expense, discipline up to and including suspension.
Drug and Alcohol Related Misconduct
(Consequences will be based on cumulative offenses grades 9-12)
Students will not, while on school property or at a school sponsored event, use, possess, or be under the influence of alcohol, illegal drugs or any unauthorized prescription medicines, over the counter medicines, narcotics including but not limited to the following: inhalants, marijuana, heroin, cocaine, LSD, barbiturates, amphetamines, drugs manufactured for use with animals, steroids, and malt beverages labeled as “non-alcoholic.” Doing so will carry the following consequences:

Use and/or possession of tobacco
First offense: parent/guardian contact, Saturday Morning Detention.
Second offense: parent/guardian contact, 1-day suspension.
Third offense: parent/guardian contact, 5 day suspension. The first day will be served immediately, but the remaining four days of the suspension will be lifted if the student is willing to take part in a smoking cessation class. If the student does not complete the above program by an agreed date, the additional days of the suspension shall be served.

Use and/or possession of alcohol or other drugs or drug paraphernalia
First offense: suspension of 10 school days, parent/guardian contact. The 10 day suspension may be reduced if the student is willing to take part in a chemical awareness program conducted by Mason Public Schools or an outside assessment with a licensed agency to be coordinated through the counseling office. If the student does not complete a program, the additional days of the suspension shall be served.
Second offense: suspension of 10 school days or recommendation to the Superintendent for a long-term suspension; parent/guardian contact. The length of the long-term suspension may vary depending on the willingness of the family and student to schedule an assessment for chemical dependency, and following through on the recommendations of the agency. The school will not assume any financial responsibility for the cost of evaluation or treatment.
Third offense: recommendation to the Superintendent and School Board for expulsion, parent/guardian contact.

Distribution, selling, delivery of alcohol or other drugs as described above.
Any and all offenses: parent/guardian contact, long-term suspension or possible recommended expulsion.

Forgery/Misrepresenting Communication
Students will not misrepresent any communication as being from anyone else, especially parents, guardians, or staff members, either in writing or orally.
First offense: parent/guardian contact, Saturday Morning Detention, and counting any absences involved as unexcused.
Second offense: parent/guardian contact, 1 to 10 day suspension, and counting any absences involved unexcused.
Third offense: parent/guardian contact with mandatory meeting, 3 to 10 day suspension, and counting any absences involved as unexcused.
Gambling
Students will not gamble on school property or at school sponsored events.

First offense: parent/guardian contact, Saturday Morning Detention.
Second offense: parent/guardian contact, 1 to 10 day suspension, possible recommendation for long term suspension or expulsion.
Third offense: parent/guardian contact, 3 to 10 day suspension, possible recommendation for long-term suspension or expulsion.

Inappropriate Behavior at Athletic and Extracurricular Activities
Students will not engage in conduct which is unbecoming to the reputation of Mason High School or which interferes with the functioning of an extracurricular event. Examples of such behavior include but are not limited to: poor sportsmanship, throwing objects, profane or obscene language, pushing, and refusal to obey directives of adults in charge of the activity.
First offense: immediate removal from event, parent/guardian contact, and indefinite suspension of spectator privileges for all extracurricular activities (at home and away) pending conference with a school administrator.
Second offense: immediate removal from event, parent/guardian contact, and suspension of spectator privileges for all extracurricular activities (at home and away) for 20-60 school days.
Third offense: immediate removal from event, parent/guardian contact, and suspension of spectator privileges for all extracurricular activities (at home and away) for at least 60 school days.

Inappropriate Display of Affection
Students will not engage in displays of affection inappropriate for the school context. The only appropriate displays of affection are holding hands and hugging.
First offense: parent/guardian contact, warning.
Second offense: parent/guardian contact, detention.
Third offense: parent/guardian contact, Saturday Morning Detention.

Misconduct
(Consequences will be based on cumulative offenses grades 9-12)
Students will not engage in any behavior that is either physically abusive, verbally abusive, sexually abusive, harassing, or intimidating. Such behaviors include any gesture or written, electronic, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behaviors are not acceptable, be they motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

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

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

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

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

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**Misuse of Books, Materials, Equipment**
Students will not misuse school property, materials, and/or equipment.

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

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**Noncompliance/Insubordination**
Students will follow all requests and directives of all school personnel. Not doing so is insubordination. Interfering with an investigation by misrepresenting or withholding facts from school personnel is also insubordination.

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

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

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

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**Possession/Use of a Dangerous Weapon**
Students will not possess or use dangerous weapons in a school building, on school grounds or in a school owned vehicle. The term “dangerous weapon” shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive incendiary charge of more than one quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocketknife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC Section 921:

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

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

**Each offense:** parent/guardian contact; 1 to 10 day suspension; possible recommended expulsion.
**Pornography**
Students will not possess, publish, or otherwise transmit pornographic images in any form (including digital) while on school property, at a school sponsored activity, or with school equipment.
   **First offense:** parent/guardian contact, 1 to 10 day suspension  
   **Second offense:** parent/guardian contact, 3 to 10 day suspension  
   **Third offense:** parent/guardian contact, 5 to 10 day suspension, possible recommendation for long term suspension or expulsion.

**Skipping Class**
Students will not be absent from class without a valid reason, or leave class without permission.  
   **Each offense:** parent/guardian contact, Saturday Morning Detention.

**Theft**
Students will not take possession of school or private property that is not their own.
   **Each offense:** parent/guardian contact, restitution, 1 to 10 day suspension, possible long term suspension or expulsion.

**Trespassing**
Students will not trespass on school property. Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so by school authorities. A student will not enter the premises of the school district, other than the location to which the student is assigned, without adult authorization. Students are expected to obtain permission to use any school property or any private property located on school property. The act of entering school property that is locked or closed without permission is considered unlawful entry. Students not participating in a school-related activity should leave the building by 3:00 p.m. Failure to do so will be considered trespassing,
   **First offense:** parent/guardian contact and detention.  
   **Second offense:** parent/guardian contact and Saturday Morning Detention.  
   **Third offense:** parent/guardian contact and 1 to 10 day suspension.  
Students given a formal no trespassing notice by the school will be prosecuted for every offense.

**B. Forms of Discipline**

**Detention Study Hall**
The purpose of Detention Study Hall (DSH) is to help students understand the consequences of their behavior. Detention is a minimal consequence for infractions against the Student Code of Conduct.

**Detention Study Hall expectations:**
1. Students may not change detention times. Parents may request a change in detention times by calling the office prior to the detention.
2. A staff member and student will decide together when the detention is to be served. The detention is to be served in a timely fashion.
3. A student who is absent from school on the day of an assigned detention must reschedule the Detention Study Hall by noon of his/her return.
4. Be on time. After school Detention Study Hall begins at 2:50 pm and ends at 3:50 pm. Morning Detention Study Hall begins at 6:45 am and ends at 7:45 am. Please arrange for your ride home ahead of time. *Late arrivals will not be admitted.*
5. Follow the rules listed below:
   a) MP3 players, cell phones, and all other electronic devices are not allowed.
   b) Students are not to sleep, play games, or talk.
   c) Students are to work on assigned materials or academic reading matter for the entire session.
   d) All school behavior and citizenship rules apply.
   e) Food and beverage are not allowed.
   f) No passing of notes is allowed.

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

**Saturday Morning Detention**

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

**Saturday Morning Detention expectations:**

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

Students who do not attend, arrive late, cause any disruptions whatsoever, or fail to follow the above expectations during Saturday Morning Detention will be asked to leave and will receive a two day out of school suspension.
Transportation to and from Saturday Morning Detention is the responsibility of the parent. Should an emergency occur that would prevent the student from attending, parents may call the High School Voice Mail number (676-9055 and press 6) and leave a message for the Assistant Principals’ Office. Please be prepared to verify the emergency.

**Suspension**

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

**Removal of a student from school pending investigation**

When a building administrator deems it necessary, a student may be removed temporarily from school. A student charged with, suspected of committing, or suspected of being involved in an infraction or incident may be removed from the building for a reasonable period of time for the following:

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

**V ATTENDANCE**

**Attendance Overview**

Student attendance may be viewed online. Visit http://mason.k12.mi.us and click on “Parental Access” for more information.

Attendance is an essential element for student success, and responsibility for good attendance rests with the parent/guardian and the student. The process of learning in school involves the student's participation in class discussions, group interactions, hearing and seeing class instruction. In short, nothing can replace the instruction that has taken place in the classroom. As a result, school attendance is a part of an earned grade by the student. Students are to attend all scheduled classes. Sporadic attendance patterns, chronic absences and truancies will not be tolerated. Parents/guardians will be informed when problems arise. The school suggests that appointments and vacations be scheduled during times when school is not in session.
**Reporting Procedures**
Responsibility for keeping the school informed of student absences in a timely manner rests with the parent/guardian and the student. A parent/guardian must excuse each absence by phone or written note within 48 hours of the absence. Any absence not reported within 48 hours will remain unexcused. To report an absence, call 676-9055 and press 3 for the attendance office. Leave a message stating the student's name, the date of absence and reason for the absence. To reach the attendance office during the school day, call 676-9055, press 3 for attendance office, 1 to reach the attendance secretary.

**Signing In and Out**
Students coming into the school building after 8:00 a.m. must sign in at the Attendance Office. Students leaving the building at any time other than the standard school dismissal time must sign out in the main office. To do this, students must present a written note from the parent/guardian or an office staff person must speak to the parent/guardian (in person or by phone) to verify permission. Failure to do this will result in disciplinary action for leaving the building without permission.

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

**Excused Absences**
An absence may be excused by the parent/guardian for any of the following reasons:
1. Illness.
2. Medical, please verify with a doctor's excuse.
3. Death in the family.
4. Personal or family business (religious observance and court appearances).
5. Family trips. This involves the student accompanying his/her parents or guardian on a business trip or a vacation that the parents consider necessary. All family trips must be arranged in advance through the attendance office using a trip form that must be signed by all of the student's teachers and returned to the attendance office before leaving on the trip. The school strongly discourages trips when school is in session.

**Unexcused Absences**
An automated telephone system will attempt to call households for all unexcused absences. Please keep the telephone contact information up to date and accurate.

An unexcused absence is defined as follows:
1. If a student leaves school during the day and does not sign out at the Attendance Office AND/OR does not present a written note from the parent/guardian OR make parent/guardian contact before leaving, all classes missed are considered unexcused.
2. Oversleeping or missing the school bus.
3. Any absence not confirmed as excused by a parent/guardian by 3:30 p.m. on the second day following day of an absence.
4. Skipping (i.e., when a student is absent from class without valid reason, or who leaves class without permission.)

In the case of an unexcused absence all work due, assigned or accomplished during the hour will receive zero credit.

Unexcused absences accrue by the trimester. Any student who accrues three or more unexcused absences in a trimester for a course will earn zero credit for that course unless he/she earns a C+ or higher on the course’s comprehensive final exam. Students failing to do so will earn zero credit toward graduation for the trimester.

Students of compulsory school age who develop acute attendance problems will be referred to the Intermediate School District Attendance Office and/or Juvenile Division of Probate Court for appropriate action.

**Make-up Assignments and Tests**

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

**Work for Non-Scheduled Excused Absences**

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

**Work for Scheduled Excused Absences**

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

**Work for Suspensions**

Students who are suspended for 3 or more days have the option of, at parent request, picking up makeup work during their suspension so that they can keep up with their classes. Students are expected to begin completing makeup work the day it is scheduled to be picked up. On the day work is scheduled to be picked up from school, make-up time for that work begins to accrue. Students will have one day of make-up time for each day of suspension, beginning on the scheduled pick up date, not on the date the student returns to school. Extensions on due dates can be given at the discretion of the teacher with administrative approval.
Tardies
Students are considered tardy to class if they are not inside the classroom door when the bell rings. Students are absent if they enter class more than 10 minutes after the bell rings.

Excused Tardies
If a student has a valid reason for being tardy supplied by a parent or staff member upon the infraction or in conjunction with an excused absence, the tardy will be considered excused. A student with excessive excused tardies may be placed on a contract with administrative expectations and consequences.

Unexcused Tardies
If a student has no valid, documented reason for being tardy to class, the tardy will be considered unexcused and will result in disciplinary action as described below based on the number of unexcused tardies per trimester:
- 1 tardy - Teacher documentation
- 2 tardies – Teacher documentation
- 3 tardies - Detention assigned by teacher, parent/guardian contact
- 4 tardies - Saturday Morning Detention, parent/guardian contact
- 5 tardies - Saturday Morning Detention, parent/guardian contact
Subsequent tardies – 1 to 10 day suspension

VI POLICIES AND REQUIRED NOTIFICATIONS

This section contains information regarding Board policies and required notifications. To access specific Board policy language relevant to these subjects, please access Board policy information through the district web site (www.mason.k12.mi.us) or by contacting the office of the building principal.

Administration of Medication – Refer to Board Policy 8220
Administering Prescription Medication
When it is necessary for medication to be taken at school the following procedures will apply:
1. Written authorization must be provided by parent/guardian and the student’s physician for any medication to be administered at school. Medication must be in the original container with proper directions for administering the medication to the Counseling office. Information regarding adverse reactions is also requested. New written instructions from the physician and parent must accompany any change in medication or dosage. The school may request additional information about adverse reactions as deemed appropriate.
2. The medications, including refills, must be carried/kept in its original container at all times including when being transported off-site (i.e. field trips).
3. The administration of all authorized medication will be witnessed by an adult in addition to the adult administering the medication except in the case of emergency. Any errors made in the administering of medication shall be
reported to the principal, entered on a written report and parent/guardian will be notified by the principal.

4. Only oral medications, i.e., inhalers, ear drops, and eye drops, will be administered. The exceptions are in emergency situations and through the special education IEPC process.

5. All medication is to be sent to the Counseling Office and will be maintained in the school setting in a locked location, including medications requiring refrigeration. (Inhalers are exceptions with proper medical notes)

6. In addition to the above mentioned procedures, students needing medication during a field trip activity must have the medication in an original container, containing the required dosage(s) along with a parent note indicating the time and amount to be administered.

7. Any medication left over at the end of the school year must be picked up by a parent/guardian within one week from the final day of school, or the school will appropriately dispose of the medication and record this disposal on the medication log. Students may only transport empty containers.

**Administering Non-Prescription Medication**

The procedures for the administration of non-prescription medication to students are identical to those of prescription medication, with the exception that a parent/guardian may provide written instructions (given they have confirmed the appropriateness of the medication and instructions with a doctor).

**Administration/Possession of Medication by Students**

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

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

**Annual Notice of Student Education Record Privacy – Refer to Board Policy 8270**

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

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

1. To inspect and review the student’s education records maintained by the school within 45 days of the school’s receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.
2. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contesting information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child’s special education determination.

3. To control the disclosure of their child’s personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

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

**Ethical Use of Computer Technology**

**Internet Access**

**Definition of Terms**

1. **Users** - A user is defined as any staff person, student, or community member of the Mason Public School District.

2. **Computing Systems** - Any computer or computer peripheral owned by Mason Public Schools or used on the premises of Mason Public Schools.

3. **Network** - Any networked systems on the premises of Mason Public Schools or networks accessed via Mason Public School computers.

**User Rights**

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

1. **Privacy** - User shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.

2. **Passwords**
   a) Users shall not seek passwords or use passwords belonging to another person.
   b) Users shall take precautions to secure access of their personal password from others.

3. **Security**
   a) Users shall not attempt to infiltrate or knowingly infiltrate computing system or network or alter the software components of a computing system or network or import files which will jeopardize the security of the computing systems or the network.
   b) Users shall not load software on computers without the permission of instructor or computer coordinator.

4. **Integrity**
   a) Users shall not use a computing system or network to harass others or develop software programs that harass others.
   b) Users shall not use a computing system or network to gain access to pornography, obscenity or otherwise inappropriate text files, or communicate pornography, obscenity or otherwise inappropriate text files.
   c) Users shall have all disks scanned for viruses by authorized district personnel before they are used in district systems.
   d) Users shall not use a computing system or network in a destructive or malicious manner.

5. **Noninstructional Use** - Users shall not use a computing system or network for commercial or for-profit purposes, personal or private business, or political activity. However, personal e-mail (person-to-person) is permitted; but mass mailing, junk mailing or spamming are not permitted.

6. **Recreational Games** - Users shall not use a computing system or network for recreational games unless expressly approved.

7. **Copyright**
   a) Users shall not copy software without written permission of publisher.
   b) Users shall not copy documents or files without permission of author.
   c) Users shall cite references for all data accessed via computing system or networks.
   d) Users shall not install copyrighted software on district computers.
   e) Users shall adhere to all copyright regulations of the Mason Public School District and Merit Network.

8. **Accountability** - Users have the responsibility to monitor all materials received via technology systems to assure that they comply with responsible usage.

Consequences of Unethical Use
When the Mason Public School District learns of possible inappropriate use of computing systems or networks, appropriate disciplinary action will be taken. In order to prevent further possible unauthorized activity or use, Mason Public Schools may temporarily or permanently disconnect that user from the computing systems or
networks. Users violating any of these rights and responsibilities may face additional disciplinary action in keeping with the disciplinary policies and district guidelines.

**Misconduct Prior to Enrollment**

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

**Nondiscrimination Policy – Refer to Board Policy 8010 and Board Policy 8020**

It is the policy of the Mason Board of Education that no person be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination on the basis of race, religion, color, national origin or ancestry, age, sex, height, weight, or handicap or being a disabled veteran or veteran of the Vietnam era in any program, activity or employment involving the Mason Public School District.

The government has made legal provisions to ensure that no person is discriminated against on the basis of race, color, national origin, sex, age, or disability. In order to protect these rights and assure compliance, the Mason Public School District has appointed the Assistant Superintendent for Human Resources as Coordinator of Title IX, Section 504, the Age Discrimination Act, and Title II.

Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to:

James Tobe
Assistant Superintendent for Human Resources
118 W. Oak St.
Mason, MI 48854
(517) 676-2484

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

**Complaint Procedures**

Any student or employee believing that the Mason School District has inadequately applied the principles and/or regulations of the Nondiscrimination Policy (9-8010) or was in some way discriminated against on the basis of race, religion, color, national origin or ancestry, age, sex, height, weight, or handicap or being a disabled veteran or veteran of the Vietnam era may bring forward a complaint to the Assistant Superintendent for Human Resources, 118 W. Oak St., Mason, Michigan, 48854.
Informal Procedure
The complainant shall discuss the concern with the Assistant Superintendent for Human Resources who shall in turn investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, formal procedures may be initiated according to the steps listed below.

Formal Complaint Procedure
Step 1: A written statement of the complaint shall be prepared by the complainant and signed. The complaint shall be presented to the Assistant Superintendent for Human Resources within five (5) business days of receipt of the written reply to the informal complaint. The Assistant Superintendent for Human Resources shall investigate the allegations of the complaint and reply in writing to the complainant within five (5) business days by certified mail.

Step 2: If the complainant wishes to appeal the decision of the Assistant Superintendent for Human Resources, a signed statement of appeal may be submitted to the Superintendent within ten (10) business days after receipt of the Assistant Superintendent for Human Resource's response to the complaint. The Superintendent shall meet with all parties involved, make a determination and respond in writing to the complainant within ten (10) business days by certified mail.

Step 3: If the complainant remains unsatisfied, a signed, written statement of appeal may be submitted to the Board of Education within fifteen (15) business days of receipt of the Superintendent's response in Step 2. The Board of Education shall meet with the complainant and/or the complainant's representative within fifteen (15) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by certified mail to the complainant within ten (10) business days of this meeting.

Step 4: If the complaint has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights, 333 South Washington, Lansing, Michigan 48913, (517) 373-3590.

Notice of Educational Services For Homeless Children and Youth
– Refer to Board Policy 8050
Mason Public Schools provides equal access and comparable services to all students regardless of their home living situation. Homeless students are not required to attend a separate school for homeless youth and have the right to benefit from programs for which they are eligible. Some examples of these programs are for students, who are disabled, gifted, limited-English proficient, or participate in vocational education and preschool programs.

Homeless students have the right to be enrolled immediately in school and to participate in and benefit from such programs as:
- Free or reduced price school lunch program
• Title I services (that may include additional academic support such as before or after school programs, summer school, help in the regular classroom, etc.)
• Transportation services

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

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

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

Mark L. Dillingham
Assistant Superintendent for Instruction
Mason Public Schools
118 W. Oak St.
Mason, MI 48854
(517) 676-2484

**NCLB Notice to Parents-Professional Quality of Teachers**

The information provided below must be included annually in the Parent-Student Handbook or one of the early editions of the building’s newsletter.

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

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

If you would like to receive any of the information, please contact the Assistant Superintendent for Human Resources at 676-2484.
Notification of Rights- Protection of Pupil Rights Amendment –
Refer to Board Policy 7070 and Board Policy 7080

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

- Consent before students are required to submit to a survey that concerns one
  or more of the following protected areas (“protected information survey”) if
  the survey is funded in whole or in part by a program of the U.S. Department
  of Education . .
  1. Political affiliations or beliefs of the student or students’ parents;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family
     relationships;
  6. Legally recognized privileged relationships, such as with lawyers,
     doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parent; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of . .
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as
     a condition of attendance administered by the school or its agent, and
     not necessary to protect the immediate health and safety of a student,
     except for hearing, vision, or scoliosis screenings, or any physical
     exam or screening permitted or required by State law; and
  3. Activities involving collection, disclosure, or use of personal
     information obtained from students for marketing or to sell or
     otherwise distribute the information to others.

Inspect, upon request and before administration or use . .
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any
     of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

Search and Seizure – Refer to Board Policy 8080

The school administration retains discretion to search areas assigned to students (lockers, desks, etc.). Students should not have any reasonable expectations that such areas are private and not accessible to school personnel. General searches of school property may be conducted at any time and may include search by canine units. Vehicles parked on school property may also be searched for reasonable cause. Any item determined to be a threat to the safety or security of others will be seized by school authorities. Items that are illegal or could be used to disrupt or interfere with the educational process will be removed from the student’s possession.

Sexual Harassment and Intimidation – Refer to Board Policy 5020

The Board of Education recognizes that all staff members and students have a right to freedom from discrimination including the opportunity to work and attend school in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate and intolerable in the Mason Public Schools.

Definition of Sexual Harassment

Sexual harassment can be unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: Such conduct, has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, offensive working or educational environment.

If a student feels they are a victim of sexual harassment, the student needs to contact an administrator or teacher so the alleged incident can be investigated and a report made to the Board appointed Sexual Harassment Officer.
Disclosure of Student Directory Information – Refer to Board Policy 8270

The following information is considered directory information that may be disclosed without prior written consent unless the parent or eligible student requests in writing to the Principal that this information be withheld. This includes:

- the student’s name
- participation in officially recognized activities and sports
- weight and height of members of athletic teams, and awards received
- the student’s parent or other family member

A list of personal characteristics which would make the student’s identity easily traceable may be disclosed without the written consent of the parent of the student or the eligible student if the disclosure is to the following:

1. School officials that have been determined to have legitimate education interests.
2. Officials of another school in which the student seeks or intends to enroll.
3. Authorized persons of the State Education Department.
4. Agencies from which a student is seeking financial aid.
5. Colleges or institutions conducting educational surveys in a manner which would not permit personal identification of the student.
6. Accrediting organizations in order to carry out their accrediting functions.
8. Court order or subpoena.
9. Appropriate parties in a health or safety emergency subject to the conditions set forth more fully in the policy.
10. Military institutions.

All rights and protections given parents and The Family Educational Rights and Privacy Act of 1974 and Sections 121 a.560 through 121 a. 576 of the Education of the Handicapped Act – Part B and under this policy transfer to the student when they reach eighteen (18) years of age unless there is a duly appointed guardian.

Release of Student Records – Refer to Board Policy 8270

Mason Public Schools will release all student records upon written request of the parent/guardian. In accordance with No Child Left Behind legislation and board policy 8270, these records will include all information pertaining to disciplinary infractions, suspensions and expulsions.