

## MASON COUNTY CENTRAL HIGH SCHOOL STUDENT HANDBOOK

**This handbook is written to let you know how things are done at Mason County Central High School. Each student is given one copy without charge. Read it well, keep it handy throughout the year, and when you have some questions, look them up.**

### NOTE TO PARENTS

This guideline has been prepared to provide both general and specific information for students who attend Mason County Central High School. It is also a guideline for parents who would like to have a better understanding of the school and its work. It provides necessary information regarding school regulations, procedures and requirements.

### WHO OWNS THE SCHOOL

Whether you like it or not, you the students will inherit this school in a very short time. You will make installment payments on it for the next 10 years, and pay for its operation until you retire.

You thought somebody owned it? Well, YOU own it, and your parents, friends and neighbors own it. Even now, a small amount of school operations money comes directly out of your pocket. When you buy a soft drink, a hamburger, a luxury or a necessity, the merchant uses a small portion of the money to pay his taxes. If school costs go up, his taxes go up.

Long after graduation, you will continue to pay for Mason County Central High School through your taxes, whether they are local, state or national; whether they are property, income or sales taxes; whether you are employed or unemployed; serviceman or civilian; whether you even live in Scottville or not.

Throughout most of your life you will pay for education, and also for vandalism, carelessness, and disregard for property. When today's school repair bills go up, the quality of your education goes down. The cost of removing one piece of chewing gum from a carpet or repairing one damaged chair, means roughly that one new book cannot be purchased.

Most of you would not tolerate having acquaintances come into your home to mutilate your furniture, deface your walls, or to throw trash and garbage around -- yet you often stand by silently when these acts are committed in the school building which you eventually must pay for. You will soon be the landlords of this building which you must eventually pay for. You are shortchanging yourselves. You will soon be the landlords of this building now being paid for by your parents, neighbors and friends.

When today's sophomores graduate, many of today's juniors and seniors will be working and footing part of the bill for this school. The amount that you pay through your tax money for the next 10 years will depend, to a large degree, on how much you influence those around you and the younger students who follow you.

It's your money. It's up to you to decide whether it will be used to provide a better education for you, your family and your community, or whether it will be used to pay for senseless destruction and carelessness. You own the school, and soon you will be legally responsible for its operation.

# High School Bell Schedule

**5 hour day- 5 minute passing times- (65 minute periods)**

1st hour:	8:25 - 9:31
2nd hour:	9:36 - 10:41
3rd hour:	10:46 - 11:51
Advisory:	11:56 - 12:23
Lunch:	12:23 - 12:53
4th hour:	12:58 - 2:03
5th hour	2:08 - 3:13

**\*Students may not enter the HS Building until 8:15AM**

## **CTE BUS TIMES:**

	Leaves MCC	-	Arrives at MCC
AM:	8:25	-	10:40
PM:	12:15	-	2:40

## **TERMS:**

1st Trimester:	9/05/23	-	11/22/23
2nd Trimester:	11/27/23	-	3/8/24
3rd Trimester:	3/11/24	-	6/07/24

### **CELL PHONE / TELEPHONE USE, I-PODS, HEADSETS, ECT.**

Cell phones may be used before school, during passing time and lunch. Cell phones may not be used in class for any reason unless permitted by teacher. Cell phones / I-pods will be confiscated and the following steps will be administered:

- 1<sup>st</sup> offense – Cell phone/I-pod may be picked up at the end of the day in the office.
- 2<sup>nd</sup> offense – Parent must pick up cell phone / i-pod from the office
- 3<sup>rd</sup> offense – In School Suspension
- 4<sup>th</sup> offense – Out of School Suspension

Michigan state law prohibits the use of cell phones in all locker rooms and public restrooms at any time. Violation of this law may result in criminal charges.

Lost or stolen I-Pods and Cell Phones have become problematic in recent years. **It is the High School's recommendation that I-Pods and Cell Phones stay home.** If parents require their children to have a cell phone, it should be kept under lock & key!

**PLEASE NOTE: THE HIGH SCHOOL WILL NOT BE RESPONSIBLE FOR STUDENT'S LOST OR STOLEN CELL PHONES OR I-PODS.**

Office telephones are business phones and are for specific school business or emergency only.

### **DISRUPTIVE DEVICES / MATERIALS**

Any devices that disrupt or distract the learning environment. This includes but is not limited to gaming devices and fidget spinners. Devices will be confiscated and the following steps will be administered:

- 1<sup>st</sup> offense – Device may be picked up at the end of the day in the office.
- 2<sup>nd</sup> offense – Parent must pick up device from the office
- 3<sup>rd</sup> offense – In School Suspension
- 4<sup>th</sup> offense – Out of School Suspension

### **FIRST AID**

Band-Aids and other minor first aid supplies are available in the office. (NOTE: Distribution of medication, including aspirins, to students by schools is not permissible by law.)

Students taken suddenly ill should report to the office. If a student leaves the building for any reason, they must check out in the office.

### **LOCKERS**

Lockers are assigned on the basis of two students to each locker, and usually by classes. It is strongly recommended that each lock combination be known only by the students sharing the locker so as to avoid any loss or damage to books, personal clothing or property, by unauthorized persons. The school reserves the right to conduct unannounced random locker inspection for the health and safety of the students and staff under the regulations of State search and seizure laws. Lockers are to be locked at all times. The school is not responsible for any items stolen from lockers.

Health and Safety guidelines require jackets and backpacks are to stay in the student's locker immediately after the student has entered the building. Backpacks and jackets may be worn when the student is leaving the school grounds.

## PARKING AREA

All student parking will be in the parking lot, south of the new high school gym. Vehicles may be towed at the owner's expense if parked improperly. Students who are parked improperly will be asked to park off school grounds. The same action can be taken for improper driving. Loitering after school is forbidden.

Vehicles parked on school grounds may be searched at any time when "suspicion arises that something illegal may be suspected there".

Skateboards and roller blades are not to be used on school property. Violation of this will lead to suspension from school.

## VISITORS

Student visitors to Mason County Central High School are not permitted. Any other visitor must sign-in in the office.

## GUIDANCE AND COUNSELING

The Guidance and Counseling Office is located in the main office of the high school. Its services include counseling in personal problems and guidance in vocational selection, including: choice of military options, technical school, and community and four-year colleges and universities.

Information and admission applications for both Michigan and out-of-state schools and colleges are available in this office. It is recommended that seniors file an admission application to the school or college of their choice no later than November 30 of their senior year.

## STUDENT ATTENDANCE POLICY

Students will be required to furnish the office with a note from their parents or guardian for each day absent. This note should state the date(s) absent and the reason(s) for the absence. The following reasons will be acceptable absences and may not be included in the student's

- total:
- A. School Related
  - B. Suspension
  - C. Medical with a doctor's note
  - D. Death in immediate family
1. Parents must furnish a note or place a phone call to the office in order for the absence to be excused. If this is not done, the absence will count as unexcused. Students may not make up homework, tests, etc., if they have unexcused absences.
  2. Students are allowed five (5) absences not counting the ones listed above. Students will lose 5% of their grade for each absence after the 5<sup>th</sup>.
  3. Vacation time **will not** be counted in these totals if pre-arranged, with that being said you are only allowed five prearranged absences per year.
  4. Any student caught skipping class will have the following consequences: 1<sup>st</sup> offense: 2 lunch detentions  
2<sup>nd</sup> offense: 4 lunch detentions 3<sup>rd</sup> offense: In School Suspension
  5. All students must check out at the office when leaving school during the day. **This includes when leaving at lunch time for the rest of the day. Any student not signing out will be given a lunch detention.**
  6. Students must be in school the whole day on the day of an event to be eligible to

participate, unless prior authorization is given from the office.

7. Any student who quits school during any phase of the school year and subsequently wants to return to school during that same term, will have credited count days for all the days missed from the time of his/her withdrawal to the time of his/her re-entry.
8. Students who enroll after the start of the school year & term will have their five (5) count days pro-rated.
9. Students have two (2) school days to bring the office the necessary paperwork to change an unexcused day absence to an excused day.

#### **NEW ATTENDANCE GUIDELINES (as of 2016/17 school year):**

We have had issues with a high number of student absences the past few years as all schools in Mason County have. As a result, the Mason County Prosecutor's office is working with all schools in Mason County to reduce those numbers. We will now have a referral process in place at the high school for the upcoming year:

1. If a student is absent 5 count days within a school year the office will notify the parent by letter.
2. If a student is absent a total of 10 days within a school year, a second letter will be sent to the parent and the student is recorded as truant with the state.
3. If a student is absent for 15 count days a meeting will be set up between the parent, the school, the Scottville PD, the Mason County Prosecutor's Office, Child Protective Services, and the Mason County Juvenile Court Division. At the time of the meeting court staff will inform the parent/child of the possibility of being petitioned to this court and placed in the juvenile court's truancy program if additional absences occur.
4. Absences beyond 15 days will be turned over to the Mason County Prosecutor's Office.

#### **TARDINESS**

1. Students arriving to school or class tardy, are to report directly to their class.
2. Unexcused tardies will be recorded by the teacher. When a student receives any three (3) tardies per trimester, parents will be notified by the classroom teacher and a lunch detention will be assigned.
3. Once a student receives five (5) tardies they will be referred to the office.

#### **OFFICIAL CLOCK**

The only official time for the daily schedule of the school is the clock located in the office. The clocks located in the halls and classrooms are only to give students a general indication of time. They cannot be relied upon as accurate in terms of the official clock

#### **ANNOUNCEMENTS**

Announcements will be read 1st block and when necessary, 5th block. They will also be run on the screen in the cafeteria and written announcements will be posted on MCC's website ([www.mccschools.org](http://www.mccschools.org)) by approx. 9:00 a.m. Notice of any announcements must be in the office by 8:00 a.m. on the day the announcement is to begin, with the signature of a faculty member.

#### **ADDING AND DROPPING CLASSES**

After 5 (five) class meetings, no drops or adds will be allowed. The student must stay the rest of the term in that class.

#### **AUDIT POLICY**

Mason County Central High School will grant credit to students not enrolled in a course based

on the passing of a competency test with a C+ or better grade, prior to the meeting of the first class. This audit policy is strictly a pass or no pass situation - the grade will not affect a student's GPA. Credit for the class will be given.

### **DUAL ENROLLMENT**

Students are eligible to participate in a dual enrollment program with West Shore Community College if they meet the following criteria:

1. State mandates require that a student have minimum scores on the SAT or PLAN of:
  - A. 450 on Critical Reading
  - B. 380 on Math
2. Or, minimum scores on the PSAT of:
  - A. 44 on the reading portion
  - B. 49 on the writing portion, and
  - C. 45 on the math portion.
3. West Shore Community College requires that students, who have not taken the SAT, must pass the Accuplacer, which is administered by the college. Students may take the Accuplacer 2 times, then must wait 1 year before retesting.
4. Students must have taken the highest level of core courses in English, math, science, and social studies at the high school prior to enrolling in similar core classes at the college level.

Students must take a total of five (5) classes per term with at least three (3) classes at Mason County Central High School.

Students that fail or withdrawal from a Dual Enrollment Class will be expected to reimburse the school for all tuition and fees associated with that class and will not be allowed to dual enroll for future terms.

Participating students will receive both high school and college credits for classes completed at West Shore. Dual Enrollment classes will be included on the high school transcript and be included in the student's GPA. Although tuition for these classes is paid by Mason County Central, students are responsible for textbooks, fees, and their own transportation.

### **EARLY GRADUATION REQUIREMENTS**

The Early Graduation Requirement Committee is composed of Mr.Tuka and Ms. Vidak. It is the feeling of the Committee that although early graduation may be essential in some cases, it is not a recommended procedure for students to follow. In our demanding society, each person must be given as much education and training as is humanly possible. By graduating early, students are denying themselves one valuable term of schooling and training. Realizing, however, a need for certain students to graduate early, the Committee has set forth the following conditions for early graduation only after the second trimester of their senior year:

1. By February 1, 2019, Mr.Tuka must receive a letter from the parent(s) indicating their desire for their child's early graduation, accompanied by a letter from the student indicating his/her future plans.
2. By March 8, 2019, the Committee will review the student's application and make its recommendation.
3. Early graduation may affect things such as Social Security, Child Support payments and H.G. Bacon Awards.

### **GRADUATION CEREMONY**

Participation in the ceremony at graduation is a privilege, not a right. Students who commit violations of the school code or fail to properly finish CTE for the full year will not be allowed to participate.

### **GRADUATION REQUIREMENTS**

The following elements are required for graduation from Mason County Central High School:

1. Attendance through the **second trimester of senior year** (grades 9-12)
2. All classes need **25 units** of credit to graduate.
3. Satisfactory completion of the following categories of classes:
  - A. **Four credits** of English to include English 1, English 2, English 3, Communication Arts and any English elective.
  - B. **Four credits** of Mathematics, including Algebra 1, Geometry, Algebra II or Tech Math and a credit taken during senior year
  - C. **Three credits** of Science, including Biology and Chemistry.
  - D. **Three credits** of Social Studies which must include 9<sup>th</sup> Grade History, U.S. History, Government and History of Economics.
  - E. **Three credits** or more in one, or a combination of the following:
    1. Foreign Language (Spanish 1 and Spanish 2)
    2. Fine or Performing Arts (Advanced Drama, Band, Jazz Band, Choir)
    3. Vocational Education or Practical Arts (Family & Consumer Science, Woods 1, Woods 2, Drafting)
  - F. **One-half credit** of Health
  - G. **One credit** of Physical Education
  - H. **One-half credit** of "hands-on" Computer Education, including an online component
  - I. **Two credits** of World Language
  - J. **One-half credit** of Parenting Skills which can include 12 weeks of Child Development or 24 weeks of Psychology.
4. A **minimum of five (5) blocks** for all students will be required per trimester.
5. All students must have taken the Michigan Merit Exam or their equivalent as approved by the Board of Education.

### **ACCEPTANCE OF ONLINE FOR CREDIT TOWARD GRADUATION**

Mason County Central High School seniors, who are deficient of the necessary credits for graduation, may enroll in online classes through our summer school (via the student's expense) with the approval of the High School administration. These classes will be applied toward their required credits for a Mason County Central High School Diploma.

### **GRADING**

Mason County Central uses traditional letter-grading system. The numerical system is as follows, adopted during the 1997-98 school year:

A+	4.00	C+	2.33	F	0.00
A	4.00	C	2.00	Cr	Credit
A-	3.67	C-	1.67	N	No Credit
B+	3.33	D+	1.33	I	Incomplete
B	3.00	D	1.00		
B-	2.67	D-	0.67		

### **INTERNET USE POLICY**

Refer to following internet acceptable use agreement and code of conduct.

## INTERNET ACCEPTABLE USE AGREEMENT

In exchange for the use of the Mason County Central School Internet Connection, I, \_\_\_\_\_  
(*user name*) \_\_\_\_\_ understand and agree to the following:

1. That the use of the Mason County Central School District Internet Connection is a privilege which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to, the placing of unlawful information on the system, and the use of obscene, abusive or otherwise objectionable language in either public or, upon registration of complaint, private message or other systems that are accessed through the Mason County Central School District Internet Connection. The staff of the Mason County Central School District Internet Connection will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.
  2. That the use of the Mason County Central School District Internet Connection is a privilege which may be revoked by the administrators of the system at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of the Mason County Central School District and its faculty and staff, or any organizations, groups, and institutions with which the Mason County Central School District Internet Connection is affiliated. The staff of the Mason County Central School District Internet Connection will be the sole arbiter of what constitutes unacceptable behavior.
  3. That the Mason County Central School District Internet Connection reserves the right to review any material stored in files to which all users have access and will edit or remove any material which the staff, in it's sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.
  4. That all information services and features contained on the Mason County Central School District Internet Connection are intended for the educational use of it's patrons, and any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden.
  5. To abide by such rules and regulations of system usage as may be promulgated from time to time by the administrators of the Mason County Central School District Internet Connection.
  6. In consideration for the privilege of using the Mason County Central School District Internet Connection and in consideration for having access to the information contained on it, I hereby release the Mason County Central School District Network Connection and its operators and sponsors, Mason County Central School District and its faculty and staff, and all organizations, groups and institutions with which the Mason County Central School District Internet Connection is affiliated for any and all claims of any nature arising from my use, or inability to use, the Mason County Central School District Internet Connection.
  7. My access to and use of the Mason County Central School District Network Connection is subject to such limitations as may be established by the administrators of the systems, and may be changed from time to time.
- In compliance with the Federal Children's Internet Protection Act (CIPA), the Mason County Central School District has content filtering systems in place for the MCC Wide Area Network (WAN and Middle School.
- Revised August, 2006

### **TECHNOLOGY CODE OF CONDUCT**

Mason County Central School District encourages and strongly promotes the use of technology in education. To ensure that students, staff, parents, and other community members can take full advantage of the technologies available, all use of technology must have proper authorization and adherence to the district's technology code of conduct.



1. All use of the network must be in support of education and research and consistent with the purposes of Mason County Central School District.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Extensive use of the network for personal and private business is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. All communications and information accessible via the network should be assumed to be private property.
8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
11. The illegal installation of copyrighted software for use on district computers is prohibited.
12. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
13. From time to time, the Mason County Central School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### **MAKE-UP POLICY**

Students who find they are unable to complete assignments can be allowed to make-up their work. However, the student must turn in make-up work to the teacher within two weeks of the end of class or all missed assignments will receive a zero.

### **RIGHTS OF STUDENTS**

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all citizens certain rights. The U.S. Supreme Court has declared that students do not shed those constitutional rights when they enter a school. Students are protected by the Mantle of the Constitution, and that responsibility for protection applies to boards of education as it does other individuals and agencies. However, no court of law has ever denied school boards the general authority to regulate the behavior of the students assembled in the schools. As a matter of fact, there is reluctance by courts to involve themselves with the administrative functions of the schools.

### **RESPONSIBILITIES OF STUDENTS**

As students have had their rights clarified through litigation, so too are they reminded of and instructed in their responsibilities. Rights as afforded by the Constitution are legal requirements. One may lose these rights or be deprived of them if one violates the rights of others.

The word "responsibility" refers to the individual's obligation to others within his/her society

because, in order for an individual to preserve his/her rights, each must take upon himself/herself a sense of responsibility toward the preservation of the rights of others.

Within the school and society, each student has the responsibility to:

1. Respect the inherent human dignity and worth of every other individual and his/her rights.
2. Be informed of and adhere to the rules and regulations established by the board of education and implemented by school administrators and teachers for the welfare and safety of all individuals.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program to the best of his/her ability in accordance with established procedure.
5. Refrain from libel, slanderous remarks and obscenity in verbal and written expression and observe fair rules in conversation and responsible journalism.
6. Dress in a manner that meets reasonable standards of health, cleanliness and safety.
7. Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
8. Conduct oneself in an appropriate manner while in attendance at all school and school-related functions held on or off school grounds.
9. Continue or become actively involved in his/her education, understanding of people and preparation for adult life.

### **RIGHTS AND RESPONSIBILITIES OF PARENTS**

Parents have the right to expect that each student will receive the full benefit of the educational enterprise of which he/she is a part without being subjected to discriminatory practices related to learning opportunities, discipline or guidance. Parents have the right to expect that each student will be able to participate in an educational program free from physical and psychological fear of others. Parents have the right to a fair and impartial hearing concerning circumstances requiring appropriate disciplinary action by school authorities.

Parents, legally, must assume the primary responsibility for the actions of their minor children.

Parents have the responsibility to become informed and to be involved in activities which support the educational efforts being made by their community.

### **RIGHTS AND RESPONSIBILITIES OF SCHOOLS**

School personnel have the right to meet their responsibilities free from physical and psychological abuse by individuals and community groups. School personnel have the right to expect supportive action by appropriate authorities in meeting their responsibilities.

School personnel have the responsibility to see that all students attend school in an atmosphere free from fear of physical or psychological abuse. School personnel have the responsibility to adopt rules and regulations and implement them in a non-discriminatory manner.

### **DRESS AND GROOMING**

Dress guidelines are an appeal to students to be clean, well-groomed and dressed suitably for any occasion or activity in which they participate. They allow for variation in individual taste and permit latitude for those who desire modern, casual or conservative attire. Although primary responsibility rests upon the student and parent, emphasis on personal hygiene for neatness, cleanliness and good grooming is a part of the educational process.

The following general guidelines relate to health, safety and welfare of all students and are the primary concern of school officials.

Any type of dress, behavior or practice which:

1. Creates a dangerous condition;
2. Infringes upon the rights or safety of others;
3. Is offensive to someone in the building, or
4. Is disruptive to the school setting.

The MCC Board of Education expects a certain institutional decorum regarding dress. This means our students need to be modestly dressed. The following are specific guidelines:

1. Hats or headwear are not to be worn in the building.
2. No clothing advertising drugs, alcohol or lewd illustrations
3. Shorts are acceptable. Short length must be to mid thigh. Pants with holes above mid-thigh are not permitted.
4. Shoulders should be reasonably covered. Spaghetti straps are not allowed.
5. Undergarments and midriffs are not to be seen.
6. Skirt length should be to mid thigh.
7. No cleavage should be visible at any time.

If students are not adhering to the above guidelines it should be reported to the building administration immediately.

- 1<sup>st</sup> offense – Warning, possible directive to change clothing.
- 2<sup>nd</sup> offense – Lunch detentions, possible directive to change clothing.
- 3<sup>rd</sup> offense – In school suspension

### **FREEDOM OF EXPRESSION**

Divergent political or social ideas are allowed if they do not conflict with the full rights of other students in the school. Restrictions will be imposed if symbols materially and/or substantially disrupt the normal activities or rules of the school.

### **PATRIOTIC AND RELIGIOUS ACTIVITIES**

Students who do not desire to participate in patriotic or religious assemblies and activities for valid reasons may be excused by requesting permission from the principal. If they attend the patriotic activity, they should stand when appropriate in respect to the American flag.

### **USE OF TOBACCO**

The use of tobacco is prohibited in buildings and on real estate owned, leased or otherwise controlled by the school district with the exception for outdoor areas only on:

1. Saturdays, Sundays, and other days on which there are no regularly scheduled school hours.
2. After 6 pm on days during which there are regularly scheduled school hours.

### **SEARCH AND SEIZURE**

The school system retains the right to make regular inspections of its property, including school lockers and under certain circumstance to conduct special locker searches when "suspicion arises that something of an illegal nature may be suspected there." The following determination will be used:

1. There is reasonable cause to believe that possession constitutes a crime or rule violation, or that the student possesses evidence of a crime or violation of the law.
2. There is reason to believe that the student is using the locker or property in such a way as to endanger his/her own health or safety, or the health, safety and rights of others.
3. The school must retain the right to act--to search and/or to seize--in case of emergency such as in the event of fire, a bomb threat or belief that there are weapons or dangerous materials on the premises.
4. When possible, students will be asked to be present while the locker is being searched. However, if the student is not available and prior consent has not been obtained, he/she

will be informed of the entry as soon as it is feasible to do so.

### **ALCOHOL AND DRUGS**

Parents will be informed and requested to pick up their child immediately if he/she is found to be under the influence of alcohol or drugs within the confines of the school. If the student is extremely ill, immediate medical attention will be requested. If the behavior is extremely disruptive, or if the student has previously exhibited this condition, the police will be called to remove the student from school. Police will be called to apprehend any student or visitor who traffics in drugs or alcohol on school campus. Students may be suspended for being under the influence of alcohol or drugs within the school or on the school campus. This provision also applies to any school-sponsored activity such as mixers, school parties and field trips. The student will not be admitted to school until a conference is held with the parent and principal or his designee.

### **THE POLICE AND THE SCHOOL**

Police in the schools are not necessarily an indication of trouble, disruption or discontent. Police can enter the school upon invitation of school authorities. They may also enter if they possess evidence of a crime having been committed or if they have warrant for arrest or search. In accordance with past procedures, law enforcement officers have access to schoolchildren on school property during school hours for the purpose of interrogation. The following procedures will be used:

1. The interrogation will be private in the office of the principal. The principal or his designee will be present.
2. The student will be notified of his/her legal rights. He/she is given the right to be protected from coercion, illegal constraint, or may remain silent. He/she will be represented by a principal, principal's designee or by counsel.
3. Student records and communications remain confidential and will not be turned over to the police unless the student, who has attained the age of majority, or the parent of a student less than the age of majority, gives permission for their use.

Law enforcement officers are empowered to arrest a person without a warrant, including children, in case of a felony where the officer has reasonable cause to believe that the person has committed a felony or a misdemeanor committed in the officer's presence.

### **SCHOOL RECORDS**

All parents and guardians of students under 18 years of age and all students and former students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district relating to the student. They also have the right to challenge any of the content of said records to insure their accuracy and fairness. Procedures for such examinations and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request. No records, files or data directly relating to an individual student or former student shall be made available to anyone without notification to the student, former student, or the parents or guardians of a student under 18, except:

1. The teachers and officials of this school district who have a legitimate educational interest in such information; or unless
2. There has been a federal request for submission of student records in connection with the student's or former student's application for financial aid.

The student, former student or parent will be notified if officials of a school to which a student or former student intends to enroll desires access to student records or if a court has ordered

access to such records. For other investigation of student records, consent of parent, student or former student is needed.

Students, former students, parents and guardians are permitted access to the file when the prescribed procedure has been followed. Parents of dependents over 18 may have access to records without student consent. Inspection of files will take place in the presence of a counselor or principal.

According to FERPA, a school district is required to identify the categories of personally identifiable information which have been designated as directory information by the Board of Education. This information may be released without securing the prior written consent of the parent of an 18-year-old student, if the school formulated and adopted a policy. According to FERPA and the regulations governing that act, directory information includes a student's:

1. Name
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance
6. Honors and awards
7. Other similar information, e.g. alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are defined as any event that takes place outside of the time frame of a scheduled school day including, but not limited to, dances, sporting events and concerts. Students who fail to behave in an expected manner at these events will be banned from all extracurricular activities they are not directly involved in for the remainder of the trimester or year. Major violations of the discipline code during the school day may also result in being excluded as well.

Any student wishing to bring a guest to a dance must fill out the proper form before that guest will be approved.

### **FRATERNITIES, SORORITIES**

According to the Michigan School Code, it is illegal for student to organize, join or belong to fraternities, sororities or other secret societies. Students who violate this rule will be suspended and may be expelled from school. School officials and Board of Education members who knowingly consent to or permit such student violations are also in violation of the law.

### **SUSPENSION AND EXPULSION**

Suspensions are short periods of time that students are denied the right of attending school by a principal, assistant principal or superintendent of schools. Expulsions are definitely stated long periods of time of at least one semester that a student is denied the right of attending school. Only the Board of Education has the authority to expel a student from school.

Suspensions are used by the principal in assisting students to comply with acceptable behavior.

Suspension may be necessary to persuade parents to come to the school for direct communication to help bring about favorable changes in student behavior.

Suspension may also be employed for the following reasons:

1. To correct a condition which is in violation of school regulations.
2. To protect the student school population or community.
3. To provide time for school authorities to arrange necessary referrals, appointments for evaluation and treatment of the student.

By authority of Section 613 of the Michigan School Code, the Mason County Central School District Board of Education authorizes the suspension or expulsion of any pupil guilty of gross misdemeanor or persistent disobedience whenever, in its judgment and in the interest of the school, it is demanded.

### **PROCEDURAL DUE PROCESS FOR SUSPENSION**

1. The student will be informed of the charges in an informal meeting with the principal of a secondary school.
2. The student has the right to a hearing before a secondary principal or the elementary supervisor to:
  - A. Examine and rebut evidence to be used against him/her.
  - B. Present evidence in his/her behalf to the principal or his designee.
  - C. Confront and cross examine witnesses and present witnesses in his/her behalf.
  - D. Be represented by legal counsel.
3. The parents will be notified of the suspension by telephone. If none is available, the principal will contact the parents at his earliest convenience. If the school is unable to contact the parents by these means, a letter will be forwarded to the home.
4. At least one parent, guardian or case worker and the student must meet with the principal before the student will be readmitted to school.
5. No suspension given by the principal will exceed 10 days unless the parents are unwilling to meet with the principal. These cases will be referred to the superintendent of school for disposition.

### **PROCEDURAL DUE PROCESS FOR EXPULSION**

If a student continues to be guilty of gross misdemeanor or persistent disobedience following a suspension, the principal may recommend expulsion to the superintendent of schools. A student 18 years of age or older has the option to involve or not involve his/her parents in the expulsion process. The following procedure will be followed in the expulsion of a student:

1. The principal will forward charges and documented materials to the superintendent of schools with a recommendation for expulsion.
2. Charges will be forwarded in writing to the parents by the superintendent of schools.
3. Parents and the student may request and meet with the superintendent of schools in his office, with or without counsel.
4. Related documents will be available to the parents and student.
5. The student will have the right to present evidence in his/her behalf.
6. The student and parents may confront and cross examine adverse witnesses and may present witnesses on behalf of the student.
7. The student and parents will receive a written record of the hearing.
8. The superintendent of schools will make recommendations for expulsion to the Board of Education.
9. The Board of Education will review and act upon the recommendation of the

superintendent of schools.

10. The student and parents may appeal any unfavorable decisions to the Board of Education.

### **MANNERS AND CONDUCT**

1. Come to school to work.
2. Don't make unnecessary noise.
3. Only by keeping your locker clean and orderly can you find necessary books, papers, etc., in the few minutes between classes. Neat lockers with closed doors are an indication of a well-ordered school.
4. It takes a lot of courage for most students to participate in an assembly program. Be courteous and quiet even though the program may not be to your liking. There are others who will be enjoying it.
5. Good sportsmanship is expected of all MCC athletes and spectators. Be as generous in recognizing good plays by an opponent as by one of our team. The referee or umpire has a tough job without you harassing or criticizing.
6. Remember that the conduct of the student body outside the classroom reflects the real attitude and character of the student body. Do your part toward making Mason County Central High School all it should be.
7. We should be very proud of our school. We earnestly hope that you will make every effort to equal or surpass the achievements of alumni who have preceded you. Only in this way can you make a better Mason County Central High School for those who are certain to follow you.

### **PERSONAL APPEARANCE**

It is important to the health and safety of all of us who share classrooms and lockers that we observe some rules and regulations concerning personal appearance. Students must not wear clothing or hair styles that can be hazardous to them in their school activities such as shop, laboratory work, physical education and art.

Grooming and dress which prevent a student from doing his/her best work because of blocked vision or restricted movement is discouraged. Articles of clothing that cause excessive maintenance problems are not acceptable. To be more specific:

1. Cleanliness of person and clothing is necessary to good health.
2. Shoes and stockings must be worn because of health and safety.
3. Trousers or other articles of clothing with metal rivets, which can scratch furniture, are unacceptable.
4. Hairnets or caps must be worn in shops or labs if hair is long enough to cause a safety hazard

### **RESTORATIVE PRACTICE**

Staff and administration at MCC implement restorative practice in conjunction with progressive discipline. Students are expected to acknowledge and own mistakes/behavior and move forward in a positive manner. This idea is to keep students in school where optimal learning can take place. As part of keeping students in school, the goal is to allow students to rectify a situation genuinely and make things right. This provides the opportunity for a misbehaving student to make amends for the misbehavior and learn from it versus time out of the learning environment. Depending on the situation, progressive discipline may also take place.

### **PROGRESSIVE DISCIPLINE PROCEDURE: RULES AND REGULATIONS**

The school is a community, and rules and regulations are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy those rights of citizenship is to respect

the laws of the community. These rules and regulations are published to inform students and parents of the process of handling disciplinary cases in the Mason County Central School District. These rules and regulations are an attempt by the school community to provide an atmosphere to encourage students to learn and study. They were also developed to eliminate incidents of vandalism, disturbances, and potential harm to students. This system provides for a fair and firm enforcement of regulations. Parents and students will be aware of the consequences for improper conduct and persistent disobedience.

### Steps

In each disciplinary case, it is assumed that a conference will be held with the student as an initial step:

1. Conference with student.
2. Conference with the parent.
3. Lunch Detention and / or Saturday School
4. Temporary separation (1-5 days).
5. Suspension from school (5-10 days).
6. Expulsion from the school district

Although it is hoped that most problems can be handled by the second step, the severity of the offense, and the history of the individual's behavior may justify the suspension. If the suspension exceeds ten (10) days, efforts shall be made to assist the student to continue his/her education through evening classes, correspondence courses, or special programs provided by the school district.

At the student's own initiation, make-up work will be given, corrected, marked, and recorded as often as is practicable. If no work is required, no mark shall be given for the time of the absence. If school work is required and not turned in, a failing mark shall be recorded.

### Authority to Suspend

The Board of Education delegates the authority to suspend a student from school to the school principal or his assistant.

#### 1. Definition of Terms:

- A. **Temporary Separation** - Exclusion of a student from school or the school premises for up to and including five (5) days.
- B. **Suspension** - Exclusion of a student from school for a specific period of time terminating at the end of a specified period or upon the fulfillment of a specific set of conditions.
- C. **Expulsion** - The permanent exclusion of a student from school.

#### 2. Categories of Misconduct: The following categories of misconduct fall within the definition of gross misdemeanor, but are not to be construed as an exclusive list. School officials have the authority to deal with other educational disruptions in a manner appropriate to the offense.

CATEGORY	DEFINITION	STEP
1. Academic Fraud	Note: Could also result in loss of credit for Class	1 - 4
2. Alcoholic Beverages	Under the influence/use Possession (on campus or in building)	5* 5
3. Abusive Language	Any language that is hurtful or meant to cause mental anguish.	4,5,6
4. Arson	The burning of any school property or building	6



5. Assault	An unlawful attack upon another; an attempt or offer to do violence to another with or without battery as by holding a stone or club in a threatening manner		
	Student to Student		4
	Student to Staff		6
6. Battery	An unlawful attack upon another by beating or wounding or even by harming in an offensive manner		
	Student to Student		5
	Student to Staff		6
7. Blackmail	Any payment extorted by intimidation as by threats of injurious revelations or accusations		
	Alone-Student-Staff		4,5
	Group-Student-Staff		4,5
8. Burglary	Felony of breaking into and entering of any of various buildings by night or day.	5*	
9. Destruction of Property	Personal-School (restitution)		4,5*
10. Disrespect towards Staff	Any action that could be interpreted as Being disrespectful. Addressing staff with only last name Without saying Mr./Mrs. First.		3,4,5
11. Disruptive Behavior	Any behavior deemed to be disruptive of the educational experience		1,2,4
12. Disturbance	An outbreak of disorder; a breach of public peace.	Leading Supporting	6 5
13. Explosives including	Use/Damage/Injury/Possession Possession of Firecrackers		4-5* 6*
14. Extortion	The crime of obtaining money or other things of value when none is due. Alone-Student-Staff /or Group-Student-Staff		4,5*
15. False Alarm	Actions that may initiate emergency responses Fire Bomb Threat		5* 6*
16. Fighting			2,3,5
17. Forgery	The false making or alteration of a writing by which the legal rights or obligations of		



another person are apparently affected.  
 Simulated signing of another person's name  
 to any such writing. Parent or Staff.  
 This also includes signing onto an electronic  
 device using another person's account  
 (name/password) Student/Parent/Staff 4

18. Gambling		2
19. Hallway Disruption	Loud voices, music without headphones...etc	3,4,5
20. Harassment	Physical, verbal or written to staff or students	3,4,5
21.	Hazing An intentional, knowing or reckless act done for the purpose of affiliation with, participation in, or maintaining membership in any organization.	1,2,5*
22. Inappropriate Language	Swearing, sexual innuendos or any language of Inappropriate nature	3,4,5
23. Indecent Behavior		1,2,4*
24. Insubordination	Not following the directions of adult school personnel	4
25. Intimidation	To force into or deter from some action by inducing fear. Student / Staff	4
26. Loitering	Unauthorized Presence	2
27. Lying to Staff	Not being truthful or purposely lying to a staff member.	4,5
28. Misuse of School Property	Use of an item for other than its intended purpose (Restitution)	2,4
29. Not Signing Out	Failure to sign out in the office when leaving School other than for Dual Enrollment / CTE.	2,3,4
30. Physical Contact	To student or staff	3,4,5
31. Property Damage	Any damage to school or student property on School grounds. (Restitution paid)	4,5
32. Public Display of Affection	Inappropriate contact between students	1,2,4
33. Robbery	The felonious taking of the property of another from his/her person or in his/her immediate presence, against his/her will by violence or intimidation	5,6

34. Substance Abuse	Abuse of any substance not included as a separate guideline item, i.e., glue, etc. Drug Abuser Distributor	4,5* 5,6*
<p>Any student who is caught under the influence or in possession of drugs or drug paraphernalia on school property or at a school activity will be required to attend a six-week rehabilitation program sponsored by Mason County Substance Abuse. Disciplinary action will also apply where a student is in possession of or attempts to sell or distribute look-alike drugs. Look-alike drugs are those that may resemble a controlled substance or are misrepresented by a false description of the same.</p>		
<p>Students will be suspended from attending and participating in extracurricular activities for the equivalent of a full semester if they refuse to enroll in this program. On satisfactory completion of this rehabilitation program, students will be allowed to attend extra-curricular activities.</p>		
35.	Theft Stealing; the wrongful taking and carrying away of personal goods of another; larceny. Personal -School	5*
36. Threats/ Threatening Behavior	To or about students or staff	4,5
37. Truancy	Students not in assigned class	1,2,3
38. Unauthorized Demonstration	Leading Supporting	2 1
39. Unauthorized Material	Possession Distribution-Sale	2 4
40. Unsafe Behavior	Any behavior that could possible threaten the safety of others.	4,5,6
41. Use and/or Possession of Tobacco	This includes Smokeless Tobacco, E-Cigarettes, or Vaping devices \ materials. All subject to police and a fine.	1,2,3, 4,5
42. Use of Drugs	Any student who is caught under the influence, in possession of, or distributing drugs (including unauthorized prescription drugs) or drug paraphernalia on school property or at a school activity may be required to attend a six-week rehabilitation program. Drug Abuse Distributor	4,5* 5,6*
43. Use of Profanity/ Obscenity/Racial Slurs	Assembly-Staff-Student	4
44.	Weapons instrument for use in attack or defense -- Concealment and/or Carrying Threat	4-6* 5,6*

45. Driving / Vehicle Offenses	Speeding, Careless Driving, or the display of vulgar or objectionable material on a vehicle may result in loss of driving privileges	1,2,3,4
46. Unauthorized Video Taping / Pictures	The unauthorized or unwanted use of a device to take a video or a picture of an event / person without their permission.	1,2,3,4

\*Referral to a police agency.

**PERSISTENT DISOBEDIENCE**

In cases of persistent disobedience, the procedure on long-range solutions will be followed. Persistent disobedience will be defined as the continuous disregard and violation of building and school district rules and regulations. Each step must be documented by a discipline notice signed by the student's teacher or supervisor.

**Steps to Follow:**

1. Teacher-student conference.
2. Teacher notify the student's parents.
3. Student referred to the principal.
4. Detention or suspension from school.

Mason County Central also believes that there are a number of positive steps that educators can take to address misconduct as soon as it appears to prevent the need for more drastic measures. For students whose disabilities have behavioral aspects, preventive measures, such as behavior management plans, should be considered and can be facilitated through the individualized education program (IEP) and placement processes required by IDEA. Teacher training initiatives in conflict management and behavior management strategies also should be considered as these strategies are implemented.

If the steps described above are not successful, the appropriate use of measures such as study carrels, time-outs, or other restrictions in privileges could also be considered, so long as they are not inconsistent with a student's IEP. In addition, a disabled student may be suspended from school for up to ten school days, provided that the student's cumulative suspensions for the school year, in similar circumstances, do not exceed ten. No prior determination of whether the misconduct was a manifestation of the student's disability is required before any of the above measures can be implemented. If the misconduct is such that more drastic measures would be called for, educators should review the student's current education program and placement and consider whether a change in placement would be an appropriate measure to address the misconduct.

Where educators believe that more drastic measures are called for, a disabled student may be removed from school for more than ten school days only if the following steps are taken. First, a group of persons knowledgeable about the student and the student's disability must determine whether the student's misconduct was a manifestation of his or her disability.

This determination should be based on evaluation data and other relevant information which is recent enough to afford an understanding of the student's current behavior and must be more than a determination simply that the student knew right from wrong. If this group determines that the misconduct was not a manifestation of the student's disability, the student may be expelled or suspended from school for more than ten school days, provided applicable procedural safeguards are followed and educational services continue during the period of

disciplinary removal.

### **Athletic Training Rules**

Once a student has declared himself or herself to be an athlete at Mason County Central High School (**this has been accomplished once a student has gone out for his/her first sport at Mason County Central High School**), the rules below pertain to student conduct and behavior all 12 months of the year.

1. Any athlete requiring disciplinary action for the below listed infractions will forfeit all rights of game participation for a minimum of the below listed percentages:

### **ALL SUSPENSIONS WILL BE ADMINISTERED IMMEDIATELY AND ON CONSECUTIVE CALENDAR DATES**

#### **CATEGORY I**

- Use or possession of tobacco including smokeless tobacco, e-cigs, vaping devices and materials.
- Use or possession of illegal drugs or controlled substances and paraphernalia related to those substances. This includes anabolic steroids, performance enhancing drugs (PED's), dangerous controlled substances as defined by State Statute, or substance that could be considered a "look-alike" controlled substance.
- Use or possession of alcohol. This includes beverages that contain alcohol, regardless of the specific amount of alcohol content.

#### **Consequences**

First Offense...	25% of sports season
Second Offense...	12 Calendar Months

**\*A student athlete who completes a Substance Abuse Program (All expenses that are incurred are the responsibility of the student athlete) may make a written request of reinstatement review after 6-months of suspension to the Superintendent.**

Third Offense...	Loss of athletic privileges for remainder of high school
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#### **CATEGORY II**

- Selling or dealing illegal drugs, including unauthorized prescription drugs, including anabolic steroids or performance enhancing drugs (PED's), including "look alike" controlled substances.
- Confession and/or conviction of criminal offense.

#### **Consequences**

First Offense...	75% of sports season
Second Offense...	Loss of athletic privileges for remainder of high school

2. If the full suspension is not served in the current sport, it shall be completed in the next sport in which the student participates for the full season, coach willing. In addition, if after a first offense an athlete does not participate in athletics for 12 calendar months, it will be considered time served for that first offense.
3. Disciplinary action can be taken on the basis of reports from responsible citizens to the coaching staff, and that person must be willing to testify in front of the athlete. Each athlete has a right to appeal his or her case. The steps for an appeal must progress with the

following:

A. Athletic Director

C. Superintendent

B. Building Principal

D. Board of Education

4. The coach of each sport has a right to establish such training rules that are in the best interest of that program. These may include, but are not limited to, curfews, practices, behavior, game decorum, etc. Athletes in that sport will be notified of these regulations before the season starts
5. On a weekly eligibility check, the students must not be failing in any class. The eligibility form is to be completed by the teachers each week of a season in which there is a contest, and returned to the office. Weekly eligibility does not include MHSAA state tournaments.
6. Students are expected to be in their scheduled classes for the full day on the day of the event in order to participate. Exceptions to this expectation may only be cleared by office administration. Students are expected to be in school the afternoon half of the school day in order to practice. A copy of the attendance policy will be given to each athlete.
7. Students may participate on no more than one school sponsored athletic team per season.
8. Students may not switch athletic teams after two weeks of practice or the first athletic contest of that sport, whichever comes first. Students who do not make a team after tryouts would be exempt from this rule.
9. MCC will enforce training rule suspensions of transfer students from their previous school of enrollment.
10. When vacancies to the varsity roster occur during the season due to extreme situations, including, but not limited to, illness, injuries or suspensions, the advancement of sub-varsity athletes to the varsity team in order to field a starting squad, in team sports only, baseball, basketball, competitive cheer, soccer, softball and volleyball, will be determined solely by the Head Varsity Coach of that program and the High School Administration. Football will be the exception to this policy due to safety concerns because of the physical nature of the sport.
11. Athletes who choose to quit a sport after that sports first date of interscholastic competition will forfeit up to 25% of their next sport season's game/contest participation. Exception to this will only occur when the athlete meets with the Head Coach and / or Athletic Director, prior to quitting, and it is determined that it is in the best interest of the athlete, and/or the team, to leave the team.
12. Eligible student-athletes are covered by the MHSAA catastrophic accident medical insurance plan with traveling directly to and from a scheduled event as a representative of the school while traveling in transportation sponsored by the school, and while participating in-season in an allowed activity under the direct supervision of a full-time school employee or coach designated by the school acting with the scope of his/her coaching duties in those sports for which the MHSAA provides a tournament series.

### **NOTICE TO STUDENT-ATHLETES: SOCIAL NETWORKING**

Social networking websites (i.e., Facebook, Twitter, email, etc.) are a representation of the student-athlete, along with Mason County Central Schools. The administration and coaches have the right, upon notification of a potential infraction, to monitor these sites, and while the school district supports the right to freedom of speech, student-athletes must remember that participating and competing for Mason County Central Schools is a PRIVILEGE, not a right. It is the school's expectation that student-athletes portray themselves, their team members and coaches, and their school in a positive manner at all times. Listed below are some guidelines for the student-athlete to follow:

1. Please follow good taste when posting about a fellow athlete

2. Do NOT post information about specific athletes or teams unless it is related to an award or honor
3. At no time should a post include your opinion on internal matters of your program (including other athletes), coaches, Mason County Central Schools, the West Michigan Conference, or the MHSAA
4. Do not post inappropriate remarks about a person's religious beliefs, gender, sexual preference, or ethnicity
5. Use common sense: if you are not sure, don't post it. If you are angry, don't post it.
6. For your own personal safety, everything you post WILL become public record whether you intended it to be or not. Never give out personal information in regards to your address, email address, phone number, or any other secure information about your family.

Mason County Central Schools understands that the use of the internet and social networks have a valid and useful purpose, but they can be disruptive when used inappropriately. It is our expectation that student-athletes understand that the consequences to inappropriate use can result in the loss of athletic eligibility.

### **ACADEMIC HONORS AND AWARDS**

#### **Honor Roll**

Honor Roll students are determined at the conclusion of each trimester. Students must earn grades averaging 3.00 to be on the Honor Roll list. All classes, including Dual Enrollment, will be considered when figuring grade point average. Students must take a minimum of four classes at Mason County Central High School to be eligible for the Honor Roll.

#### **Graduating Honor Students**

Each year, honor graduates are determined by the cumulative grade point average, including dual enrollment classes, after eleven (11) trimesters, or after the 2<sup>nd</sup> trimester of their senior year. The first group of graduating honor students are **Summa Cum Laude**; they have maintained a 3.60 to 4.00 grade point average. The second group of honor students are **Magna Cum Laude**; they maintained a 3.40 to 3.59 cumulative grade point average. The last group of graduating honor students are **Cum Laude**; they must have maintained a 3.00 to 3.39 cumulative grade point average. All credits must be attained through either public or parochial schools.

#### **H.G. Bacon Academic Excellence Award**

The H. G. Bacon Academic Excellence award was established in 1978-79 in the memory of Dr. Herbert G. Bacon and is one of the most prestigious awards given to Mason County Central High School students. To be eligible to receive this award, a student must maintain a 3.33 average during each trimester through their high school career plus the following credits: 9th grade - 4 academic credits; 10th grade - 4 academic credits; 11th grade - 4 academic credits; 12th grade - 3 academic credits. Dual enrollment classes will be considered in calculating the grade point average for H.G. Bacon Awards. Transfer students must be here a minimum of one (1) trimester to be eligible for this award.

The first year a student is eligible for this award, he/she receives a bronze medal. The second year of eligibility awards him/her a silver medal; the third year, a gold medal, and the fourth year, a plaque. Eligibility is determined at the beginning of the school year, based on the previous year's trimester grades.

The awards program will be held in the fall for all students, grades 10-12, receiving awards and in the spring for the senior 4-year recipients. Seniors must have maintained a 3.33 gpa for each trimester for 11 trimesters in order to be eligible for the spring banquet and 4-year award.



## **National Honor Society**

The National Honor Society is a national organization whose purpose is to recognize and encourage academic achievement, as well as to promote the ideals of service, leadership and character in its members. Membership is based on four criteria: scholarship, leadership, service and character. At the beginning of the school year a form is available for students in 10th through 12th grades with a 3.25 or better cumulative grade point average, who are interested in being considered for the National Honor Society. The principal and the faculty selection committee; comprised of five teachers and the National Honor Society advisor, will meet. The committee reviews all forms to consider the students' service to the school and community, their demonstrated leadership abilities and overall character. Letters are then delivered by the National Honor Society officers to students selected for membership.

Through NHS service activities, members maintain and extend the qualities that won them selection. Thus, membership is both an honor and a commitment.

## **FIELD TRIP GUIDELINES**

### **1. Bus Request Procedures:**

- a. Request form must be given to the principal at least one week prior to date of trip.
- b. If approved, the principal will give the request form to the transportation supervisor at least four (4) days prior to the trip so it can be posted and awarded to a driver according to their contract language.

### **2. Fee Rates**

- a. Check with transportation for current charges of mileage and bus driver fee.
- b. If it is an overnight trip, the group sponsoring the trip will pay the driver's lodging and meals. Special student-funded trips that exceed 120 miles one way, or are overnight, must be requested 30 days prior to the trip so they can be posted according to contract language.

### **3. Teacher/Chaperone Responsibilities**

- a. The teacher/chaperone/coach/sponsor of all extra trips including band, athletics, and other school-related trips, is directly responsible for discipline on the school bus.
- b. All buses are expected to return from extra trips in approximately the same condition as when they left with regard to cleanliness and general condition of the bus.
- c. Because of liability, only members of the class or team, teachers, coaches, and those designated as chaperones are allowed to ride the bus.

### **4. Driver Responsibilities**

- a. Driver responsibilities are to be prompt, drive at a safe, reasonable and legal (50 mph) speed and be available during layover time.
- b. In regard to student discipline, drivers are to direct their concerns to the teacher, sponsor, or chaperone, and will expect complete cooperation. Student rules and regulations that apply to regular bus runs will also apply to extra trips.

### **5. Administrative and Field Trip Rules**

- a. Field trips should only be taken for educational purposes.
- b. No field trips will generally be permitted during the last ten (10) scheduled days of school due to the inability to provide sufficient educational follow-up, transportation logistics problems and a desire to prevent lost classroom instructional time during the end-of-year rush. Exceptions may be made at the discretion of the building principal.
- c. Elementary and middle school educationally structured field trips for physical education purposes, art and humanities related activities, are permitted as an alternative form of in-

class physical education, arts or humanities instruction.

### **COMMUNICATIONS – POWER ANNOUNCER**

Mason County Central Schools has chosen to communicate with parents / guardians through a system called “Power Announcer”. With this system the school can alert parents quickly and conveniently whenever an emergency arises, a reminder may be helpful, in the event of an unforeseen incident or a snow day.

Power Announcer will notify parents at the home phone number the school has listed. Parents can also choose to be notified by text message or e-mail. Please contact the school if your home phone number changes or if you would like to choose an additional option.

### **REPRODUCTIVE HEALTH EDUCATION**

Below is a portion of a letter that will be sent to all parents who have students enrolled in the classes where Reproductive Health Education will be taught.

Dear Parent:

The Mason County Central Board of Education has established programs of instruction entitled Health in which matters relating to family planning and birth control will be taught.

According to law (PA 226 of 1977), you have the right to review the materials to be used in the classes or course of instruction. The local Board of Education in compliance with the statute has made the materials available for your review. If you wish, please contact the school at (231) 757-4748 to review the materials.

Your child is eligible to participate in this class or course of instruction. By law, you have the right to excuse your child from participation if you choose. If you wish to exercise your right to excuse your child, without penalty, from instruction in reproductive health including family planning, please send written notice to:

Jeff Tuka, Principal  
Mason County Central High School

### **DRUG FREE SCHOOLS POLICY**

Applies to: Mason County Central High School, Middle School, Scottville Elementary, Riverton Elementary, and Victory Elementary

Mason County Central School District is committed to providing a school environment free of the abuse of alcohol and illegal use of alcohol and other drugs. In addition, Mason County Central School District is required by the Drug-Free Schools and Communities Act Amendments of 1989 to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

The program must contain: standards of conduct prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Mason County Central School District property or as part of any of its activities; disciplinary and legal sanctions under state, federal, or local law for violation; health risks associated with use of illicit drugs and the abuse of alcohol; a description of any available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs; and a biennial review of the program.

#### **1. Standards of Conduct at Mason County Central School District**

The possession, use, or distribution of illicit drugs and the unlawful possession, use or distribution of alcohol by faculty, staff, and students on Mason County Central School District property or as part of a Mason County Central School District activity is specifically prohibited by Mason County Central Schools' regulations, local ordinances,

and by state and federal law.

**2. Mason County Central School District Sanctions**

Mason County Central School District will impose sanctions for violation of the Standard of Conduct consistent with local ordinances and state and federal laws, and with applicable collective bargaining agreements, employee handbooks, and University regulations. Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

**3. Legal Sanctions**

There are legal sanctions under Mason County Central School District regulations, local ordinances, and under state and federal law for the unlawful possession, use or distribution of illicit drugs and alcohol. A violation under state law may result in a misdemeanor or felony conviction, depending on the nature of the offense, punishable by imprisonment, payment of fines, confiscation or real and personal property, or a combination of the three.

**4. Health Risks**

Health and other risks associated with the use of alcohol and other drugs include, but are not limited to: impaired academics or work performance; lost potential; absenteeism from class or work; financial problems; doing things one later regrets; conflicts with co-workers, classmates, families, friends, and others; sexual assault and other unplanned sexual relationships; unwanted pregnancies; sexually-transmitted diseases; unusual or inappropriate risk-taking which may result in physical or emotional injury, or death; brain damage, high blood pressure heart disease; and legal problems including imprisonment.

**5. Drug and Alcohol Prevention, Counseling and Rehabilitation, and Re-entry Programs**

Mason County Central School District encourages faculty, staff, and students with alcohol or other drug dependency problems to contact the school district or community counseling centers for assistance.

Employees may be eligible for benefits for substance abuse treatment through school-sponsored health insurance plans. If treatment for drug and/or alcohol dependency is needed, you are encouraged to contact our personnel insurance department at 757-3713, or your insurance carrier to obtain information concerning coverage.

**NOTE:** Another Mason County Central regulation that is in effect concerning alcohol and other substance use is the Employee Drug-Free Workplace Compliance, effective April 24, 1989.

**GAAD SEXUAL HARASSMENT AND INTIMIDATION (Cf. GAAB, GAAC)**

It is the policy of this District to maintain a learning and working environment that is free from sexual harassment. No Board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any Board member, employee or student, to harass any member of the Board, staff, or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring complain with, State and Federal laws, and Board policy and procedures governing sexual harassment within their building or office.

**Definition**

*"Sexual harassment"* means unwelcome and sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or

condition of a person's employment or advancement or of a student's participation in school programs or activities; or

2. Submission to or rejection of such conduct by a Board member, employee, or student is used as the basis for decisions affecting the employee or student; or
3. Such conduct has the purpose or effect of unreasonable interfering with a Board member's employee's, or student's performance, or creating and intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks with sexual or demeaning implications
4. Unwelcome touching
5. Sexual jokes, posters, cartoons, etc.
6. Suggesting or demanding involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

LEGAL REF: MCL, 37,2101 et seq., MCL, 380.1300a, Title IX of the Education Amendments of 1972. Approved: 11-28-94

Any person who alleges sexual harassment by a Board member, staff member, or student in this school district, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to their immediate supervisor, building principal, school counselor, District Title IX Coordinator and/or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Grievance Procedure**

Any Board member, employee, or student in the district who believes that they have been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX Coordinator, or grievance officer; in the case of a student, to the building principal, guidance counselor, Title IX coordinator, or grievance officer; in the case of a Board member, to the superintendent, Title IX coordinator, or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview.
  - a. Request that the complaint be put in writing, if possible.
  - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
2. Interview the accused and document the interview.
  - a. Re-emphasize the Board's policy regarding insult, intimidation and harassment without making judgments at this stage.
  - b. Keep the identity of the complainant confidential if possible.

3. Interview all witnesses identified by the parties and document the interview.
4. Review the personnel files or student records/files of the complainant and the accused for any history problems.
5. Make a determination on the merits of the complaint.

***If the investigation shows that the complaint is without merit, the following action will be taken:***

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.
5. The Board's policy regarding discriminatory and/or sexual insult, intimidation or harassment, and mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

***If the investigation show that the complaint has merit, the following action will be taken:***

1. The investigation will be closed.
2. The grievance officer will confer with the Board or superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
  - a. The complainant should be made whole: in the case of an employee, for any lost earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated in the case of a Board member, lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.
  - B. The potential for continuing problems should be alleviated by reassignment where possible.
3. The parties will be advised of the results of the investigation and the actions to be taken.
4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
5. All actions will be documented and a record placed in the offender's permanent personnel file or student discipline records.
6. The Board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complain resolution will be reiterated to all Board members, employees, or students involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Opportunity Commission or the Michigan Department of Civil Rights. All complaints, interviews and investigations will be treated with the strictest confidentiality and the utmost discretion. Only those Board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

**Sanctions**

1. A substantiated charge against a staff member in the school district shall subject that staff

member to disciplinary action, up to and including discharge.

2. A substantiated charge against a student in the school district shall subject that student to disciplinary actions, which may include suspension or expulsion, consistent with the student discipline code.
3. A substantiated charge against a Board member in the school district shall subject that Board member to any legal and disciplinary action allowed under current law.

### **Notification**

Notice of this policy will be circulated to all school buildings and departments within the district, and incorporated in teacher, student and parent handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for all Board members, administrators, teachers and employees of the District. In addition, students will have available, as part of their curriculum and instructional program, sessions on this policy and the prevention of student-to-student sexual harassment.

### **WEAPON, RAPE, AND ARSON FREE SCHOOL ZONE** (Ref., JDD)

The MCC Board of Education, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety.

Accordingly, the Mason County Central School District Board of Education reserves to itself the authority to expel students in possession of a dangerous weapon/firearm, or who commit arson or rape on district grounds, in district buildings, or at district or school-sponsored events. Those students expelled from school will be referred to the juvenile delinquency system and the appropriate county Department of Social Services or County Community Mental Health Agency. The parent, legal guardian, and/or student shall also be notified of the referral. Each student subject to expulsion shall have their situation reviewed by the superintendent on a case-by case basis

LEGAL REF: MCL. 380.1311: PL 103.227: PL 103.382;  
Adopted: 12-12-94

### **Recordation and Referral:**

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this district is requested, or otherwise required, to forward or release records to that institution. The School District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the pupil's parent or legal guardian (if the pupil is emancipated) and to the local law enforcement agency. The School District shall, within three (3) days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health agency. The School District shall also notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral. The School District shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws establishing weapon-free or gun-free zones.

### **Petitions for Reinstatement**

Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is unemancipated) may petition the Board of this School District for reinstatement to school. An

individual who was in grade 5 or below when expelled, may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion, may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. The School District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all student records and student record information maintained by any public or private school which the petitioning pupil has attended. If such records are already in the possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than 10 (ten) school days after receiving a petition for reinstatement, the School Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is emancipated) or from the expelled pupil;
2. The committee shall consist of two School Board members, one school administrator, one teacher, and one parent of a pupil attending this School District;
3. The Superintendent of the School District may prepare and submit for consideration by the committee, information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
4. Not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the School District, and shall submit a recommendation to the School Board on the issue of reinstatement;
5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement; and
6. The Superintendent shall be allowed to attend meetings of the committee appointed by this Board of Education when considering petitions for reinstatement.

#### **Criteria for Reinstatement**

The designated committee and this Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other pupils or school personnel;
2. Whether reinstatement would create a risk of School District or individual liability for the School Board of School District personnel;
3. The age and maturity of the individual;
4. The individual's school record before the incident that caused the expulsion;
5. The individual's attitude concerning the incident that caused the expulsion;
6. The individual's behavior since expulsion and the prospects for remediation of the individual;
7. The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another Board of Education shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This School District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board.

The School Board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews; and
4. Specific immediate consequences for failure to abide by any conditions of reinstatement.

### **Reinstatement**

If the School District decided to reinstate the expelled pupil, those who were in grade 5 and below at the time of the expulsion shall not be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade 5 and below who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the Superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than 90 school days. Individuals in grade 6 or above at the time of the expulsion shall not be reinstated before the expiration of 180 school days (one legal school year) after the date of expulsion.

### **Application to Handicapped Pupils**

This policy shall be applied in a manner consistent with the rights secured under Federal law to pupils who are determined to be eligible for special education programs and services.

### **Definitions**

*"Weapon" or "dangerous weapon"* includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

*"Weapon Free School Zone"* means school property and/or a vehicle used by the school to transport students to or from school property.

*"School property"* means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000 feet surrounding school property.

*"Firearm"* means (a) a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".



## **Legal References**

**MCL 28.421, 380.1311, 380.1313, 750.82, 750.237a, and 18 U.S.C., 921**

***In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Mason County Central School District that no person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.***

***Compliance/Grievance Coordinator is Superintendent's designee, 300 W. Broadway, Scottville, MI 49454, (231)757-3713.***