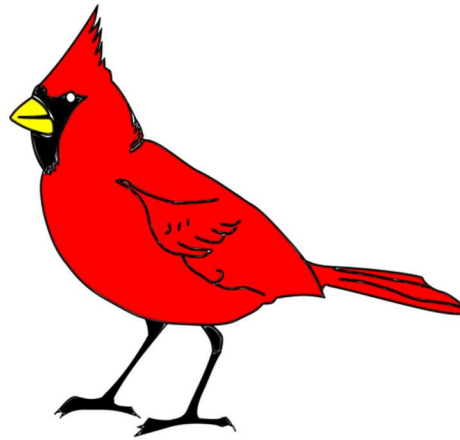


MIDDLE SCHOOL / HIGH SCHOOL

STUDENT HANDBOOK

2023-2024



MASON COUNTY EASTERN SCHOOLS

Custer, Michigan

*Welcome to the home of the Cardinals, Mason County Eastern Middle School / High School.*

*The student handbook is designed to assist you and your parents/guardians by clearly defining the guiding principles and expectations of the school. As a student, you will find that our purpose, to allow students to obtain the best education possible, is woven throughout the handbook. While at MCE, please remember that our goal is to create an environment that serves that purpose. The MCE environment will be safe and orderly to allow students the opportunity for success. Please spend some time with your family getting to know the guidelines of our school. If you or your parents/guardians have questions, they may be directed to the principal's office or your teachers. When the student, parent, and school all work together, your education is strengthened.*

*It may be necessary to change certain items or guidelines within the handbook during the school year. Any changes made will be carried out in the best interests of all MCE students. If the Board of Education determines a change is necessary, the student and parents/guardians will be informed through the principal's office.*

*The Board of Education, the teachers, support staff, and administration office have the same goal – to provide students with a superior education in a safe and caring environment.*

**\*Note to Parents:**

Parents are the children's first teachers. As such, the foundation for good discipline begins at home. Parental discipline guides children toward acceptable behavior and teaches them to make wise and responsible decisions. Further, proper discipline helps transmit parents' and society's values. The extend discipline to school, it is important that parents support school rules and let their children know that they expect them to follow those rules. Perhaps even more important is to support the school when those rules are enforced. We at Mason County Eastern appreciate all of your support in the past and look forward to another excellent year.

**CONFIRMATION OF RECEIPT  
OF  
MIDDLE SCHOOL / HIGH SCHOOL STUDENT  
HANDBOOK  
AND  
INTERNET ACCEPTABLE USER  
AGREEMENT (on back)**

I have received the Mason County Eastern MS/HS Student Handbook for the 2023-2024 school year.

I understand my child/ward is expected to follow all the rules and regulations set forth in this handbook and that failure to do so may result in disciplinary action as stated in the Mason County Eastern Schools' Board of Education policies.

\_\_\_\_\_  
GRADE LEVEL

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN NAME

**\*DISCLAIMER**

The failure to sign and return this document will in no way negate the disciplinary action as stated in the MS/HS Student Handbook.

By signing below, the user and parent or guardian (if applicable) certify that they have read the Mason County Eastern Schools Policy on District-Provided Access to Electronic Information Services and Networks and agree to follow the policy and this Acceptable User Agreement. Each party further agrees to contact the Mason County Eastern Schools Internet Administrator if he or she has questions about the District's Policy or Acceptable Use Agreement.

I understand and will abide by the above Internet Use Agreement. I further understand that violation of the Agreement may constitute a criminal offense. Should I commit any violation, Mason County Eastern Schools may revoke any access privileges, and I may be subject to disciplinary and/or legal action.

User's Full Name (Please print): \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(If the user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes and that Mason County Eastern School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the District responsible for materials my child acquires on the network. Further, I accept full responsibility for supervision if and when my child is not in a school setting or accesses inappropriate material via a device not maintained by Mason County Eastern Schools.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (Please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Parents/guardians who do not want their child to have access to the Internet should write a note below expressing their wishes. For those students who do not receive permission to use the Internet, the District will provide alternative research tools that the student can use to complete the work.

\*Please see our Internet Safety Policy for more information.

**My student has permission to participate in online/virtual courses at Mason County Eastern Schools. I understand that online courses are self-paced. I understand that my student will need to log on to their online course(s) on a daily basis and keep track with reading, course assignments, tests, and quizzes to complete the course in a timely manner. I understand that the course does count toward graduation credit and the student will receive a grade or credit for the course. All online courses are monitored by a certified teacher.**

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## **SCHOOL MISSION STATEMENT**

Mason County Eastern Schools believe that **all** students can learn. Students will reach their full potential in an environment of **Teamwork**, **Trust**, and **Pride**.

### **INTRODUCTION**

The Mason County Eastern School District is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents/guardians, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions depending upon the severity or repetition of misconduct, age, and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors.

### **PHILOSOPHY**

We at Mason County Eastern Schools believe that all children can learn. Children learn when provided with a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. Our major goal is to prepare students to become responsible citizens and to take their places as viable members of the community. The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum. We feel that education is a cooperative effort between community and school.

### **CLARIFICATION AND CONCERNS CONTACT PROCEDURE**

The following is a sequence of steps which should be followed by students and parents/guardians when they are in need of clarification about grades, assignments, tests, projects, discipline, absences and/or tardies, as well as any other concerns.

1. Teacher
2. Counselor
3. Principal/Superintendent
4. Board of Education



## **OBSERVATION PROCEDURE**

We encourage parents/guardians to visit and observe the classroom setting. A parent(s)/guardian(s) who wish to observe his/her student's classroom instructional activity may do so following these guidelines:

1. A 48 hour advance request must be made to the Principal's office.
2. A parent/guardian may observe the instructional activity and may not interrupt or disrupt the class in any manner or fashion.
3. A parent/guardian may not be present in a classroom during testing.
4. Any recording devices will not be allowed because these items would adversely affect the learning environment.

Please understand that some classes may not be observable due to the Family Education Rights and Privacy Act (FERPA). Curriculum, textbooks, and other teaching materials may also be reviewed by making a similar request.

### **MIDDLE SCHOOL DAILY TIME SCHEDULE**

7:50 a.m. – 8:20 a.m.	Teacher's Time
8:16 a.m.	Warning Bell
8:20 a.m. – 9:11 a.m.	First Hour
9:15 a.m. – 10:06 a.m.	Second Hour
10:10 a.m. – 11:01 a.m.	Third Hour
11:05 a.m. – 11:35 a.m.	Lunch
11:39 a.m. – 12:31 p.m.	Fourth Hour
12:35 p.m. - 1:26 p.m.	Fifth Hour
1:30 p.m. - 2:21 p.m.	Sixth Hour
2:25 p.m. - 3:10 p.m.	Academic Center
3:10 p.m. - 3:20 p.m.	Teacher's Time

### **HIGH SCHOOL DAILY TIME SCHEDULE**

7:50 a.m. - 8:20 a.m.	Teacher's Time
8:16 a.m.	Warning Bell
8:20 a.m. - 9:11 a.m.	First Hour
9:15 a.m. – 10:06 a.m.	Second Hour
10:10 a.m. – 11:01 a.m.	Third Hour
11:05 a.m. – 11:56 a.m.	Fourth Hour
11:56 a.m. – 12:31 p.m.	Lunch
12:35 p.m. - 1:26 p.m.	Fifth Hour
1:30 p.m. - 2:21 p.m.	Sixth Hour
2:25 p.m. – 3:10 p.m.	Academic Center
3:10 p.m. - 3:20 p.m.	Teacher's Time

## ATTENDANCE POLICY

The Michigan Compulsory Attendance Law requires every parent or guardian, in this state, having control and charge of any child six (6) to sixteen (16) years of age to send the child to school during the entire school year, unless the child falls within certain limited statutory exceptions. Failure to comply with the compulsory attendance law is a **criminal misdemeanor**. That child's attendance shall be continuous and consecutive for the school year as determined by Mason County Eastern Schools. The Mason County Eastern School District will comply with the school attendance provisions of Michigan's revised school code.

### A. Attendance Policy Per Semester

Mason County Middle School/High School has a five (5) absence day attendance policy per semester to be eligible to receive credit. CTE attendance will be included.

### B. Parent/Guardian Procedure for School Notification of Student Absence

When a student is absent, notification, including the reason for the absence, must be in the office within 48 hours. Notification of type of illness is required based on Mason County Health Department requirement.

The Attendance Office phone number – 231-757-3733 option 5 – is available 24 hours a day, seven days a week!

### C. Types of Absences

1. **Excused Absence:** A student is absent for a valid reason and is accepted by the Attendance Office and reason is cleared according to the attendance procedure. Excused absences count towards the five (5) days per semester attendance policy.
2. **Unexcused Absence:** A student is absent and has an unacceptable reason or no explanation, and/or fails to clear the absence in accordance with the attendance procedure. An unexcused absence is considered truancy and is a violation of student conduct. Unexcused absences count toward the five (5) days per semester attendance policy. Assignments may be made up but not for credit.
3. **Pre-Arranged (including Family Vacation) Absence:** A student should pick up a pre-arranged absence form in the Attendance Office at least three (3) days prior to the planned absence. Pre-arranged absences count toward the five (5) days per semester attendance policy.
4. **School Related Absence:** A school related absence is an absence for a pre-approved school function. School related absences do not count towards the five (5) days per semester attendance policy.

5. **College Visitation Absence:** Juniors and seniors are eligible for college visitation absences, as long as they are pre-approved and must be arranged with the guidance counselor prior to the absence. Visitations will be limited to two (2) per school year. College visitation absences do not count towards the five (5) days per semester attendance policy.
6. **Medical Absence:** A medical absence is when a student has seen a physician or other medical professional. A signed doctor's note stating the date and time the student was seen for an appointment is required within 48 hours of returning to class. Medical absences do not count towards the five (5) days per semester attendance policy. The have this absence exempted, the above attendance policy must be followed.
7. **Court Absence:** A court absence is when a student has been ordered to appear in court or to participate in other judicial activities. A signed note from the court stating the date and time the student was seen for such an appointment is required within 48 hours of returning to class. Court absences do not count towards the five (5) days per semester attendance policy. The have this absence exempted, the above attendance policy must be followed.
8. **Suspension:** These absences do not count towards the five (5) days per semester attendance policy. The office will collect assignment(s) from his/her teacher(s) and return the completed assignment(s) to his/her teacher(s) by the due date established.
9. **Funeral:** A funeral absence is family or friend of family. This absence will count towards the five (5) days per semester attendance policy.

**Absence Related Assignments:** Missed assignments and classwork are expected to be made up and are the responsibility of the student. If possible, students should request the assignments in advance. Assignments must be completed and returned to the students' teacher(s) by the due date established.

#### D. Notification to Parent/Guardian of Student Absences

At five (5)(excused or unexcused) absences (this does not include absences with doctor note provided, court dates, school related absences, or suspensions), a letter will be sent home to notify parent/guardian. The tenth (10) and fifteenth (15) absence will result in additional letters sent home to parent/guardian. Community Service hours may be available to make up absences but must be approved by the Principal/Superintendent.

#### E. Leaving School During the School Day

If a student must leave school during the school day for any reason, he/she must report to the office prior to leaving. A parent/guardian must sign a student out before the student may leave. **Only parents/guardians and/or other adults listed on a student's emergency card may sign a student out early.**

## **F. Age of Majority**

Students who reach the age of 18 are legally recognized as adults and, except as noted below, policies and procedures set forth in this handbook apply to them regardless of reaching the age of majority.

1. Students 18 years and older may have the same privilege as their parent(s)/guardian(s) as it relates to access to their student records.
2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. However, all school attendance policies continue to apply to students, regardless of their age.
4. A parental waiver/notification sheet must be signed by the parent of an 18 year-old student prior to any 18 year-old student signing himself/herself out of the building. This is due to the new law that states even though a student is an adult by age, the custodial parent still must be notified of a student's release and may overrule their child's decision.

Students who wish to assert these rights should register their intent, in writing, with the High School Office. Until the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures. A copy of the student's written intent to assert the rights as an adult will be sent to the student's parent(s)/guardian(s). The parent(s)/guardian(s) should sign an acknowledgement statement and return the form to the High School Office. This completed statement will be retained in the student's file.

## **G. West Shore Educational Services District Truancy Procedures**

Truancy is a symptom of many causes (i.e. child abuse, incest, neglect, delinquency, substance abuse, pregnancy, and others).

All districts and charter schools are encouraged to follow the county-wide attendance protocol. Factors to be considered in making the referral are: the age of the student, the frequency of the problem, indication of severe underlying problems, or failure to resolve the problem at the local school district level.

Before making a referral, the local school district shall:

1. After ten (10) unverified absences – Determine the existence of an attendance problem. Make the family aware of the school policies and the Michigan Compulsory Attendance Law.
2. Make initial contact with the parent(s)/guardian(s) and the child to discuss the problem.

3. The appropriate school administrator and/or counselor will arrange a conference to be attended by the official, the parent(s)/guardian(s) and the child. The format of the conference should include (document for reference):
  - a. Discussion of the problem in an attempt to find causal factors.
  - b. Review of procedures to be followed in dealing with the problem.
  - c. Eliciting cooperation of the family and having the parent(s)/guardian(s) initiate remedial action.
  - d. Referring the student or family to an appropriate counseling resource, if warranted.
4. Possible counseling resources to be utilized by the school:
  - a. School Counselor: Advisement of consequences, discussion and solution of school-related problems, determination of need for intervention by other services/agencies.
  - b. Principal: Same as above.
  - c. School Social Worker: On-going intervention aimed at resolving/presenting underlying problems related to truancy.
  - d. School Psychologist: Use of testing to determine the nature of problems, issue recommendations, and facilitate changes in programs or placement.
  - e. I.E.P.C. Meeting: When, and if appropriate.
  - f. Referral to appropriate outside community agency.
5. After the school has complied with “3” above, had one (1) personal contact with the family and employed one or more of the counseling resources detailed in “4” above, without success, and the student has five (5) additional unverified absences, a second letter via registered mail must be sent to the parent(s)/guardian(s).
6. The school must meet again with the family to determine resolution and make aware that additional unverified absences are an automatic referral to the prosecutor.
7. Additional unverified absences (16 and beyond) – referral to prosecutor. Copies of the pre-referral checklist and all required attachments will be included in the referral.

#### H. Tardy Policy

An unexcused tardy occurs when a student is late to school or a class and does not have an excuse from a parent/guardian or from **school personnel**. When a student misses over five (5) minutes or more of a class, it will be considered an unexcused absence.

1. A student who is late to school must obtain an admission slip from the High School Office. Tardiness due to a late bus will be excused. Tardiness to school due to any other reason will require a phone call and/or a parent/guardian note requesting the tardy be excused.

2. The following disciplinary action and requirements will apply:
  - a. **First through Fourth Excused/Unexcused Tardy per Semester per class:** The teacher uses appropriate classroom techniques to encourage promptness.
  - b. **Fifth, Sixth, and Seventh Excused/Unexcused Tardy per Semester per class:** The tardy will result in a one hour community service. Any student who received more than eight (8) tardies or does not make up community service time will be written up for insubordination per handbook policy.

## GENERAL RULES GOVERNING STUDENT BODY

### 1. Medication/First Aid

Any medication should be left in the principal's office with a school medical form filled out by the parent/guardian as to when it should be given. This is the only medication that can be dispensed by school personnel.

In the case of an emergency when a student's life or health is threatened, a school administrator, teacher, or designated staff member may give medication to that student without a second person being present.

### 2. Telephone Use

The use of the office telephones will be granted only **in an emergency or for school business**. If a student is ill, he/she should report to the office so his/her parent/guardian can be notified.

### 3. Bus Pass

To ride a different bus or to get off the bus at a different stop, a note from the student's parent/guardian is required.

### 4. Parking Area

Students driving cars to school should park in the south parking lot. Parking is allowed in designated areas. Vehicles may be towed if parked improperly. All vehicles are off-limits to students during the school day. This includes sitting in cars or riding in cars with other people without the principal's permission. Students operating vehicles should be especially watchful for elementary students and other pedestrians. Any student driving recklessly will have his/her driving privileges revoked.

### 5. Transportation for CTE/Dual Enrollment Students

Bus transportation will be provided for all students enrolled in the CTE program. A student may NOT drive his/her own vehicle unless written permission from the student's parent/guardian has been received by the principal. A student may ride with another student with written permission from his/her parent/guardian. Violations of these rules may result in the student having to ride the bus and/or the student being DROPPED from the CTE program.

## 6. Student Guests

Students are prohibited from bringing guests into the building. Students wanting to visit for the purpose of enrollment should contact the Middle School/High School Principal to arrange the visit.

All authorized visitors must report directly to the Middle School/High School Office.

## 7. Student Activities

During athletic contests and other activities, the students attending are to stay at the activity. If a student leaves, he/she will not be allowed to return without the permission of the event sponsor.

## 8. Dress and Grooming

The dress and apparel of students must be deemed appropriate for an educational setting. Dress guidelines are an appeal to students to be clean, well groomed, and dressed suitably for any occasion or activity in which they participate. The guidelines below do allow for a variation in individual taste and permit latitude for those who desire modern, casual, or conservative attire. The responsibility for the dress and grooming of a student rests primarily with the student and the student's parent/guardian.

School personnel will be responsible to check for appropriate dress and grooming throughout the day.

The building principal/Counselor will have the final authority of determining violations and penalties.

Violation of dress and grooming will be as follows:

- 1<sup>st</sup> offense – warning and change into appropriate attire
- 2<sup>nd</sup> offense – disciplinary write up for insubordination
- 3<sup>rd</sup> and subsequent offenses – suspension for insubordination

Examples of dress and apparel requirements include, but are not limited to, and apply to all school days, including special dress days such as Halloween:

- a. Attire should not present a health or safety problem.
- b. Attire should not cause disturbances, disruptions, distractions, or infringe upon the rights or safety of others.
- c. Clothing should be clean.
- d. Clothing or accessories which present alcohol, illicit drug products, gang association, tobacco products, or explicit sexual messages are prohibited.
- e. Halter tops, tank tops, spaghetti straps, muscle shirts, or shirts with less than a three (3) inch strap cannot be worn alone (i.e. there must be a shirt covering).
- f. No bare backs, midriffs, shoulders, navel, and/or cleavage.
- g. No see through attire and/or transparent clothing.
- h. No visible undergarments.

- i. Outdoor wear such as jackets are not to be worn in the classroom unless approved by the classroom teacher.
- j. Skirts, mini-skirts, dresses, and shorts are to be long enough to touch the tip of the middle finger when the arm is fully extended downward.
- k. Spiked apparel and chains are prohibited.
- l. Hats or headwear are not to be worn in the building, with the exception of school sponsored activity days.

## 9. Cell Phones and Other Electronics Devices

**The possession and use of a cell phone or other electronic device(s) while at school is a school-related privilege and not a right.** This school-related privilege may be revoked per Step #1 of the school's Progressive Discipline Procedure by the Principal if the student:

- a. Has the device out, turned on, active, and in use during instructional time, or
- b. Is sent out of the classroom, cafeteria, or library by a teacher or adult supervisor due to misbehavior or for causing a substantial disruption to the educational setting.

Item (a) listed above does not apply if there is a bona fide health or safety emergency and the student's parent/guardian has notified the building principal of the situation in advance.

**Electronic devices may be used during class time per teacher discretion based on academic needs during that hour.**

In school-wide emergency situation, ALL cell phones are to be turned off until directed otherwise by school administration or law enforcement personnel.

In no case, will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet.

Consequences:

**1<sup>st</sup> Offense:** Cell phone/electronic device confiscated for twenty-four (24) hours and parent(s)/guardian(s) may pick up the device.

**2<sup>nd</sup> Offense:** Cell phone/electronic device confiscated for five (5) days and parent(s)/guardian(s) may pick up device following the fifth day.

**3<sup>rd</sup> Offense:** Cell phone/electronic device confiscated for thirty (30) days and parent(s)/guardian(s) may pick up device.

**4<sup>th</sup> Offense and Subsequent Offenses:** Non-compliance: Cell phone/electronic device will be confiscated for the remainder of the school year and parent(s)/guardian(s) may pick up device at the end of the school year.

## 10. Before and After School Guidelines

For the safety of students, parent/guardians and the general public, the following items are not to be in use on school grounds from 7:20 a.m. to 4:00 p.m.: skateboards, roller blades/skates, scooters and/or bicycles.



## 11. Noon Hour Guidelines

The following rules have been established to govern the students who remain on school grounds during lunch time.

- a. Once students arrive on campus in the morning, they will be allowed off school grounds (CLOSED CAMPUS POLICY) without permission from the office.
- b. Students are encouraged to eat their food in the cafeteria area or by the gym lobby area.
- c. Beverages and food items are not allowed in the building except for the multi-purpose room and gym lobby. Glass bottles are not allowed in the building at any time.
- d. If eating in the school cafeteria, all lunch menu items must be consumed before leaving the cafeteria.
- e. Students are not permitted into classrooms during the lunch hour without teacher supervision.
- f. The library may be available during the lunch hour for students wishing to study and/or access computers. If a student's behavior is inappropriate, he/she will be denied this privilege.
- g. The gymnasium/lobby area will be open for supervised noon time activity at specified times. If a student's behavior is inappropriate, he/she will be denied this privilege. Tackle football and other contact sports are prohibited during the lunch period. Students are reminded that the only type of shoe to be worn in the gym is a tennis shoe.
- h. Visitors are not allowed on campus at the noon hour.
- i. Entry ways and vestibules into the high school and middle school are off limits to students before school and at lunch hour.
- j. Students should not be in the hallways during lunch as instruction is taking place during that time for some classes.

### **WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES**

1. **When a student is at school.** "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
2. When a student's conduct at any other time or place, *including communication via digital or social media*, has a direct and immediate effect on maintaining order and discipline, or protecting the safety and welfare of students or school district staff.
3. When a student is using school telecommunication networks, accounts, and other district services.

## **GENERAL RULES GOVERNING STUDENT BODY CONDUCT**

It is the philosophy of this school that, in order to provide the most beneficial instructional program, students must be provided with an orderly learning environment. Student behavior that disrupts such an environment will not be tolerated. The policy of this building shall be to prevent disruptions before they occur through effective organization and supervision. Policy shall deal with any disruptive behavior or influence in developing responsibility in the individual student. The school will make every possible effort to notify and cooperate with parents/guardians regarding disruptive student behavior.

There is no substitute for a common sense appreciation for the rights of others when it comes to student conduct. Behavior during or in transit to or from all school sponsored activities, including those held at other schools, will be dealt with in the same manner as if it occurred during the school day.

It is difficult to state what acceptable behavior is or list all the qualities of a good school citizen. However, in order to give students an idea of what is expected, the following guidelines are offered.

1. Students should attend school on a regular basis and be prompt in arriving at school and to the assigned classes.
2. Students should understand and adhere to all school policies and be willing to accept the responsibilities that go along with their rights and privileges.
3. Students should come to school to work. Students should devote all their energies toward realizing their potential and working to the best of their ability.
4. Students should respect worth and dignity of each individual and respect the rights of fellow students.
5. Students should respect the rights and responsibilities of all faculty and staff members as they perform their duties.
6. Students should observe the code of conduct of all citizens by the use of proper language, etiquette, and appearance.
7. Students should involve themselves in the total school program and avail themselves of all the school has to offer in the way of curriculum, student activities, athletics, counseling services, etc.
8. Students should exhibit a sense of PRIDE toward their school and exercise proper use and care of its facilities.
9. Students will remove hats/headwear when entering the building. Hats/headwear will be placed in the student's locker.
10. Student lockers are school property. Both the outside and inside of student locker doors should be kept clean. The outside locker door cannot have anything on it unless it is approved as a school spirit item. The inside locker door cannot have any adhesive stickers placed on it.
11. It takes a lot of courage for most students to participate in an assembly program. A student should be courteous and quiet even though the program may not be to his/her liking. There are others who are enjoying the program.
12. Good sportsmanship and training are just as evident in the spectators at athletic contests as in the players themselves. A student should be as generous in recognizing good plays by an opponent as by one of our team's. The referee or umpire has a tough job without criticism from students.

13. 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 Eastern High School all it should be.
14. A student caught cheating on school work (including tests and exams) will be given a zero for that work. Teachers will contact parent(s)/guardian(s) to notify them of the incident.

**MASON COUNTY EASTERN MIDDLE SCHOOL AND HIGH SCHOOL BEHAVIOR EXPECTATIONS**

	<b>Arrival/Departure</b>	<b>Hallway/Common Areas</b>	<b>Learning Areas</b>	<b>Restrooms</b>	<b>Bus</b>	<b>After School Activities</b>
<b>Prepared</b>	<b>Drive and park safely. Walk</b> directly to Designated area. <b>Take</b> materials home. <b>Prepare</b> for absences and snow days.	<b>Place</b> your belongings neatly in designated areas. <b>Plan</b> ahead	<b>Bring</b> all necessary materials. <b>Be engaged</b> and participate	<b>Utilize</b> restrooms during non-instructional times.	<b>Be</b> on time at pick up location. <b>Be prepared</b> to arrive and leave in a timely manner.	<b>Bring</b> all necessary materials. <b>Be engaged and participate.</b> <b>Be on time.</b> <b>Keep</b> parents informed. <b>Be prepared</b> for alternate practice times.
<b>Respectful</b>	<b>Respect</b> personal space. <b>Enter/Exit</b> quietly <b>Remove</b> hats and head gear.	<b>Keep</b> your space clean and clear. <b>Be patient.</b> <b>Remain quiet</b> in quiet zones. <b>Use appropriate language and behavior.</b> <b>Use school property appropriately.</b>	<b>Listen, ask</b> questions, and <b>follow</b> directions. <b>Use appropriate language and voice</b> level. <b>Turn off</b> cell phones/electronics.	<b>Respect</b> the <b>privacy</b> of others. <b>Dispose</b> of trash. <b>Flush.</b> <b>Wash</b> hands. <b>Assist</b> in maintaining facilities.	<b>Respect</b> others and their property. <b>Respect</b> school property. <b>Listen</b> to driver. <b>Use appropriate language and voice</b> level.	<b>Accept</b> feedback from coach/advisor by <b>listening, asking questions, and following</b> directions. <b>Display</b> good sportsmanship.
<b>Optimistic</b>	<b>Be</b> your best self and <b>smile.</b>	<b>Be</b> on time. <b>Encourage</b> others.	<b>Be</b> ready to learn. <b>Expect</b> to be successful.	<b>Use</b> the restroom during break time-there is enough time.	<b>Be positive</b> in your interactions with others.	<b>Use positive, supportive language.</b> <b>Encourage</b> others.
<b>United</b>	<b>Check</b> in / out with others.	<b>Keep</b> hallway passable. <b>Walk</b> to the right side of the hallway.	<b>Listen, encourage, and support</b> others.	<b>Be courteous.</b>	<b>Be</b> a good role model. <b>Assist</b> others.	<b>Represent</b> MCE in a <b>positive, spirited manner.</b> <b>Attend</b> all practices. <b>Communicate</b> effectively with coach/advisor.
<b>Dedicated</b>	Staff will <b>supervise</b> students and <b>be available</b> for support.	Staff will <b>be visible</b> to monitor and <b>enforce</b> safety.	Staff will <b>provide</b> a positive environment for learning. Teachers will <b>be prepared</b> for instruction. Staff will model respectful behavior. Staff will offer help and guidance when needed.	Staff will <b>monitor</b> proper usage of restrooms.	Staff will <b>assist, monitor, and supervise</b> students when available. Staff will respond to student reporting of restroom issues and help to resolve the issues.	Staff will <b>respect</b> all competitor, spectators, performers, officials, etc. Coach/advisor will <b>be prepared</b> and mindful of others.

## PROGRESSIVE DISCIPLINE PROCEDURE

It has been established that use of the progressive discipline system may be used **to deny the right to attend school and all school functions**. This list is **not** exhaustive or all-encompassing. The school may discipline students and determine appropriate consequences for conduct not included in this list.

These rules and regulations are an attempt by the school community to provide an atmosphere to encourage students to study and learn. 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/guardians and students will be aware of the consequences for improper conduct and **persistent disobedience**. **Persistent disobedience will be defined as the continuous disregard and violation of building and school district rules and regulations**. The following behavior will NOT be tolerated: disrespect towards school personnel, inappropriate language towards school personnel and/or students, not following reasonable requests and student harassment. (See violations of the Code of Conduct for consequences).

A student sent out of the classroom, library, or cafeteria for misbehavior or causing a disturbance will receive an Office Discipline Referral from his/her teacher or the adult supervisor in charge. The ODR will be documented in the student's discipline file and another copy may be provided to the parent/guardian.

Prior to being sent to the office for a behavior referral, it is expected that the student has had at least one of the following consequences given.

1. Teacher verbal warning
2. Teacher/student conference
3. Parent/guardian notification by teacher (via phone call and/or note/letter)
4. Student referral to office by teacher for a "time-out" period
5. Student referral to the Administrative Assistant/Counselor with teacher referral

### Steps:

In each disciplinary case, it is assumed that a conference will be held with the student as an initial step prior to any disciplinary consequences taking place. When a student is referred to the Administrative Assistant/Counselor or the Principal, he/she may have one of the following discipline steps assigned to him/her.

1. Denial of school related privileges
2. Noon hour detention
3. In-School Suspension
4. Community Service
5. Short term suspension from school: 1 to 3 days
6. Moderate suspension from school: 4 to 6 days

7. Serious suspension from school: 7 to 10 days and a conference with Administrative Assistant and/or Principal upon return to school.
8. Long term suspension from school: more than 10 days (Superintendent's discretion)
9. Expulsion from school (Board of Education's discretion)

### **STUDENT SUSPENSION AND EXPULSION**

It is the belief of Mason County Eastern Schools that the school staff make every effort to solve discipline problems within the school setting and without excluding a student from class or school. Other avenues of correction shall be attempted prior to exclusion.

- A. Exclusion may fall into the following categories:
  1. Community Service Opportunities
  2. "Suspension" is defined as the exclusion of a student from class or school for a short-term period (less than 10 days) or a long-term period (more than 10 days but less than 60 day) for disciplinary reasons.
  3. "Expulsion" is defined as the exclusion of a student from school for a period of 60 days or more for disciplinary reasons.
  4. "Permanent Expulsion" is defined as when the student's educational opportunities, with the school district, are terminated forever.
- B. A parent(s)/guardian(s) shall be kept fully informed and involved in any case of his/her student exhibiting a history of unacceptable conduct.

Section 380.1311 of the School Code authorizes suspension or expulsion for the following reasons.

1. Gross misdemeanor
2. Non-Compliance
3. Possesses a dangerous weapon in a Weapon Free School Zone
4. Commits arson in a school building or on school grounds
5. Commits criminal sexual conduct in a school building or on school grounds

- C. Short-Term Suspension (up to 10 days)

The administration has the authority to suspend a student from school or specific class(es) for up to ten (10) days. In all such actions, procedure shall be followed according to the Mason County Eastern Schools' Board of Education Policy Handbook.

- D. Long-Term Suspensions (more than 10 days but less than 60 days)

The Superintendent has the authority to suspend a student for more than ten (10) days but less than sixty (60) days.

- E. Student Expulsion

The Board of Education retains unto itself the authority to expel a student.

F. Students will receive full credit for make-up work turned in according to the time guideline set forth by their individual teachers. This same policy will be the same policy will be enforced for all exams, tests, quizzes and/or projects.

G. **Expulsion:**

The Board of Education (“Board”) of Mason County Eastern School District (“District”), 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, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board (or the Superintendent, a Principal or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District, if the student possesses a dangerous weapon, commits arson, or commits criminal sexual conduct in a weapon-free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or
4. That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

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

H. Mason County Eastern Schools have set standards for students for the best interest of all, as well as an appeal process to insure “Due Process”. When there are repeated violations of the rules and regulations, appropriate action will be taken by teachers and building administrators. The building administrators may find it necessary to use parent/guardian conferences, suspension, or other means of insuring appropriate student behavior. Students may expect that “Due Process” will be provided in the administration of disciplinary action. Essential parts of the “Due Process” include the following conditions.

1. Prior notification and explanation of rules and regulations.
2. Fair treatment of students under the rules and regulations.
3. The rights of the student affected to be heard.
4. The right of a student accused, if he/she chooses, to be accompanied or represented in an appeal process by a parent or guardian.

Suspensions are short periods of time that students are denied the right of attending school by administration. Expulsions are specifically stated periods of time that a student is denied the right of attending school. Only the Board of Education has the authority to expel a student from school.

By authority of Section 613 of the Michigan School Code, the Mason County Eastern Schools' 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, shall occur.

### **I. Factors To Be Considered Before Suspending or Expelling a Student:**

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Superintendent shall consider the following factors:

1. The student's age
2. The student's discipline history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior
7. Whether a lesser intervention would properly address the violation or behavior

The Superintendent will exercise discretion over whether or not to suspend a student and the Board will exercise discretion over whether or not to expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or for expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent or Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is not rebuttable presumption, but the Superintendent will still consider the factors.

Exception: If a student possesses a firearm in a weapon free zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

### **J. Restorative Practices**

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

1. Are initiated by the victim;
2. Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim.
3. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");



4. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

**K. Petitions For Reinstatement**

Students expelled pursuant to this policy (or their parent/legal guardian if the student is unemancipated) may petition the Board for reinstatement to school. If the student is in sixth grade or above at the time of the expulsion, the parents, legal guardian, the adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

**CODE OF CONDUCT VIOLATION**

**Due to the severity of any of these offenses, police personnel may be contacted for further action.** The definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for violation. Staff will refer violations directly to school administrators. At the option of school administrators, a student accused of any violation may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. However, where the misconduct is subject to mandatory discipline under state law, the Board of Education will act to impose any mandatory sanctions.

<b><u>CATEGORY</u></b>	<b><u>DEFINITION</u></b>	<b><u>STEP</u></b>
Loitering	Unauthorized presence	1, 2
Inappropriate Language	Use of inappropriate language in or on school property during the day or at any school event. Profanity/ obscenity towards or about school personnel.	3, 5, 6
Inappropriate Display of Affection	More than holding hands	1, 2, 3
Truancy / Skip Class	Skipping one or more classes	3, 4
Leaving Campus	Unauthorized leaving of school grounds in direct violation of closed campus policy	3, 4, 5

Defiance/Disrespect	Any behavior which infringes on the rights and/or safety of others, specifically the use of inappropriate language and/or verbal abuse towards another student	3,5,6,7,8,9
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**BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS 5517.01**

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

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

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

<b><u>CATEGORY</u></b>	<b><u>DEFINITION</u></b>	<b><u>STEP</u></b>
Bullying	To force into or deter from some action by inducing fear (physical, verbal, cyber) Student to student Student to staff	5 – 9
Fighting/Physical	Intentional physical contact with intent to harm or provoking a fight	5 – 9

**SEXUAL AND OTHER FORMS OF UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY**

- A. This District supports and maintains a learning and working environment that is free from unlawful harassment and discrimination, including sexual harassment. The District’s policy is to provide an environment free from acts of harassment and discrimination based on a person’s gender, race, color, national origin, age, marital status, religion, disability, height,

weight, veteran status, or any other protected characteristic. This policy applies to all Board members, employees, students, and any other individual on school premises or at school events related to Board members, employees, or students.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and Board policy and procedures governing sexual and other unlawful harassment within his/her building or office.

**B. Definition:**

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

1. Submission to such conduct is made a term or condition of a person's employment or of a student's participation in school programs or activities; or
2. Submission to or rejection of such conduct is used as the basis for decisions affecting the employee or student; or
3. Such conduct creates an intimidating, hostile, or offensive work environment so that it unreasonably interferes with an individual's performance.

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 sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

**C. Reporting Procedure:**

If you believe you are a victim of harassment or discrimination, you should report it immediately. Students should report such conduct to the building principal or guidance counselor.

**D. Investigation and Discipline**

The District will conduct a prompt and thorough investigation of all reports of unlawful harassment or discrimination. **A police report may follow.** Information will be kept as confidential as possible and will be disclosed only to persons with a need for the information. Any student found to have committed harassment or discrimination will be disciplined, up to and including suspension or expulsion.

## E. Further Information:

Please contact your building principal or superintendent for further information on the District's policy on sexual and other forms of unlawful discrimination and harassment.

<u>CATEGORY</u>	<u>DEFINITION</u>	<u>STEP</u>
Harassment	Sexual / other	5 – 9
Forgery	The false making or alteration of a writing or signature by assuming another's identity by which the legal rights/obligations of another person are affected	3, 5-9
Theft	Unlawful taking of another's property	3, 5-9
Plagiarism	Claiming others' work as their own	3, 5-9
Lying	Making false statement	1, 2, 3, 4
Property Damage/ Vandalism	Destruction of property, school or personal under \$100 Restitution will be made Destruction of property, school or personal over \$100 Restitution will be made	5 – 9
Non-Compliance	Refusal to comply with reasonable request made by school personnel or the continual disregard of handbook rules	3, 5-9
Tobacco	Possession of, use of, distribution of smokeless tobacco, e-cigarette and vaporizing products, and incendiary devices	5 – 9
Use/Possession Of Alcohol and/or Drugs	Sale of or distribution of alcohol or drugs, or look alike drugs <b>Alcohol:</b> use/under the influence of or possession of on school property <b>Drugs</b> or look alike: Use/under the influence of or in possession of on school property	7 – 9
Sale/Distribution	The attempt to sell or distribute illegal substances such as tobacco products, alcohol, drugs, or look-alike drugs and paraphernalia, weapons, etc.	7 – 9
Arson	The deliberate burning of any school property or building	9

## **WEAPON-FREE SCHOOL ZONE**

### **A. Expulsion**

The Board of Education (“Board”) of Mason County Eastern School District (“District”), 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, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board (or the superintendent, a principal, or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District, if the student possesses a dangerous weapon, commits arson, or commits criminal sexual conduct in a weapon-free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or
4. That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

### **B. Recordation and Referral:**

All expulsions pursuant to this policy shall be entered and preserved on the student’s individual permanent record. The District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student’s parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.

The District shall, within three days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency. The District shall also notify the student’s parent/legal guardian or (if the student is at least eighteen (18) years old or otherwise legally emancipated) notify the expelled student of the referral. The District shall also refer, for prosecution, conduct by a student which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

### **C. Petitions for Reinstatement**

Students expelled pursuant to this policy (or their parent/legal guardian if the student is unemancipated) may petition the Board for reinstatement to school. A student in sixth grade or above at the time of expulsion may apply for reinstatement after a 150 school day expulsion period and may be reinstated 180 school days from the date of the expulsion. A student in fifth grade or below who is found to have possessed a firearm or threatened another person with a dangerous weapon must wait 60 school days to apply for reinstatement and 90 school days to be reinstated. A student in fifth grade or below who is expelled for any other reason under the law (other than possession of a firearm or threatening another with a dangerous weapon) may apply for reinstatement at any time and may be reinstated within ten (10) school days from the expulsion date. While the District must supply the reinstatement petition if requested, it need not provide any assistance with the petition's preparation. The petitioner shall provide an authorization and release for the Board 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 student has attended. If such records are already in the possession of the District, the parent/legal guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board members.

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

1. Not later than ten (10) school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the petition and any supporting information submitted by the parent/legal guardian (if the expelled student is unemancipated) or from the expelled student;
2. The committee shall consist of two (2) Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the District;
3. Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the District, and shall submit a recommendation to the Board on the issue of reinstatement;
4. 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.

### **D. Criteria for Reinstatement**

The designated committee and the Board 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 students or school personnel;
2. Whether reinstatement would create a risk of liability for the District or Board or District personnel;
3. The age and maturity of the expelled student;
4. The expelled student's prior school record;
5. The expelled student's attitude concerning the incident;

6. The expelled student's behavior since expulsion and the prospects for remediation;
7. The degree of cooperation and support from the expelled student's parent/legal guardian (if the petition was filed by a parent/legal guardian), including receptiveness toward reinstatement.

Petitions for reinstatement from students expelled by another District shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board of Education. The 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 of Education.

#### **E. Conditions of Reinstatement**

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

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. Specified immediate consequences for failure to abide by any conditions of reinstatement.

#### **F. 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.

#### **G. Definitions:**

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

"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 received 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 and a paint gun are considered to be a "firearm".

"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 the school.

<u>CATEGORY</u>	<u>DEFINITION</u>	<u>STEP</u>
Weapons	Unauthorized sale, possession, or use of illegal or dangerous weapons	8, 9
Assault/Battery	An unlawful attach upon another; an attempt to offer to do violence to another by holding a weapon in a threatening manner; beating or wounding or even harming in an offensive manner	
	Student to Student	7-9
	Student to Staff	8, 9
False Alarm	Intimidation/Intentional threat to harm school or personnel	8, 9
	Fire or any other Bomb threat	
Explosives	Illegal use of or possession of firecrackers, smoke bombs, and other incendiary devices	6-9
	Possession of Use/Damage/Injury	
Burglary	Felony of breaking into and entering of any buildings by day or night; possession of stolen property	8, 9

For suspension up to ten (10) days, school work may be requested for full credit, if completed within suspension timelines. If suspension exceeds ten (10) days, efforts shall be made to assist the student to continue his/her education.

\*The administration may add to or deviate from the above infractions and the stated discipline in the interest of the safety and welfare of students and school personnel. This policy will be administered consistently with the requirements of state and federal law.

\*\*It is understood that a student may be suspended immediately when the health, welfare, and/or safety of a student or school personnel is in question.

### **Student on Suspension:**

**A student on suspension from school cannot be on school grounds, including the St. Mary's ball fields, and he/she cannot attend any school hosted events on or off campus, i.e. homecoming, prom, dances, plays, etc. Should a student, on suspension, attend such school activities, his/her suspension could be lengthened and/or law enforcement contact for trespassing.**



## **SCHOOL RECORDS**

The District, in compliance with the Family Educational Rights and Privacy Act of 1974, maintains directory information of the following types and makes this information available to interested parties.

1. Honors and awards
2. Participation in school activities
3. Height and weight of athletes
4. Information generally found in yearbooks

Names and addresses of students may be released to any organization offering bonafide post-high school education or training, including United States Armed Forces.

Parents/guardians and students 18 years of age or older have the right to refuse disclosure of any or all of the above designated directory information pertaining to that particular student by informing school officials, in writing, within five (5) days of the publication of this notice.

Parents/guardians and students 18 years of age or older have the right to review the contents of individual student records. Arrangements may be made through the building administration.

## **ADDING AND DROPPING CLASSES**

Adding or dropping of classes will be allowed during the first week of the semester. Starting the second week, the student must stay in that class for the rest of the semester. Any schedule changes must be made at least one (1) week prior to the beginning of the new semester.

At any time, administration has the authority to make changes in the best interest of the student.

## **AUDIT POLICY**

A student wishing to test out of a course must apply in writing to the administration prior to the semester. A student permitted to test out will meet with the principle, counselor, and teacher to format the testing out procedure. Mason County Eastern High School will grant credit to students not enrolled in a course based on the passing of the selected testing format with an 85% or better grade, prior to the meeting of the first class. The 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**

1. Freshmen, sophomores, juniors, and seniors must receive a qualifying score in each subject area on a readiness assessment in order to take all eligible courses; otherwise, he/she can only take courses in the area for which a qualifying score was achieved. Information regarding minimum test scores is available in the Guidance Office.

2. If no qualifying score was achieved, the student is limited to a course in computer science or foreign language, or a course in fine arts as permitted by the school district.
3. Eligible courses cannot be a course that is offered by the school district or is offered but poses a scheduling conflict beyond the student's control.
4. The college courses cannot be a hobby, craft, recreation, physical education, or theology/divinity, religious education course.
5. Students must take a total of six (6) classes per semester with at least one (1) being taken on the Mason County Eastern campus.

Participating students will have tuition for these courses (the number of courses cannot exceed 10) paid for by the District, but the students are responsible for textbooks, fees, and their own transportation. Any course taken over ten (10) may be taken, but the student is responsible for all costs, including tuition. Additionally, if a student fails a dual enrolled class, they are responsible to reimburse Mason County Eastern Schools for tuition cost for that class.

### ENROLLMENT REQUIREMENTS

Entering 9<sup>th</sup> grade student

- 9<sup>th</sup> grade – 2 course limit for academic year
- 10<sup>th</sup> grade – 2 course limit for academic year
- 11<sup>th</sup> grade – 2 course limit for academic year
- 12<sup>th</sup> grade – 4 course limit for academic year

Entering 10<sup>th</sup> grade student

- 10<sup>th</sup> grade – 2 course limit for academic year
- 11<sup>th</sup> grade – 4 course limit for academic year
- 12<sup>th</sup> grade – 4 course limit for academic year

Entering 11<sup>th</sup> or 12<sup>th</sup> grade student

Not more than 10 courses total for those academic years

### BUS DISCIPLINE CODE

It is the philosophy of MCE that the bus transportation system exists for the convenience of the students and their parents/guardians. Further, the buses must be operated in a manner that insures the safety and comfort of the riders and drivers. Riding the bus is a **PRIVILEGE, NOT A RIGHT** of all students. Bus privileges may be revoked when, through the procedure outlined below, a student demonstrates that he/she is unwilling or unable to behave in a manner that allows the driver to be free from unnecessary distractions. Abuse of the bus or fellow passengers will not be tolerated. Violators of bus rules will be disciplined as follows, with repeated offenses progressing to the next step.

Step 1. The driver will give a verbal and written warning. The driver will attempt to telephone the parent/guardian at home or work.

Step 2. The driver will give the administrator an ODR and the administrator may suspend the student from riding the bus from one (1) to five (5) days. The administrator will telephone the parent/guardian at home or work.

Minor (1-3 days)

Disrespect toward others  
Inappropriate or loud language  
Physical contact/aggression  
Non-compliance  
Not staying seated  
Hands or head out of window  
Other

Major (3-5 days)

Throwing objects in or out of the bus  
Destruction of school or personal property  
Inappropriate language toward an adult  
Intimidation/harassment/threats  
Lighting matches/smoking or possession  
Emergency door/safety violations  
Fighting or physical aggression  
Possession of any type of weapon, drugs, or alcohol  
Other

Step 3. The driver will give the administrator an ODR and the student could be suspended for ten (10) days. The administrator will contact the parent/guardian for a conference.

Step 4. Students could lose their riding privileges for the remainder of the semester, or twenty (20) days, whichever is longer. The administrator will contact the parent/guardian for a conference.

**NOTE:** Gross misbehavior can result in discipline at any step in the procedure according to the seriousness of the offense. The District may deviate from the disciplinary steps when it, in its sole discretion, determines appropriate.

### **BUS RIDER RULES AND REGULATIONS**

The following rules and regulations are the result of careful study based upon the experiences we have had in the operation of a school bus system. Cooperation and courtesy in following these suggestions will permit us to better serve students. All students being transported by MCE transportation services will be expected to adhere to the Student Code of Conduct as stated in the student handbook, as well as the specific transportation policies.

Transportation is a **SERVICE** provided by the school, **NOT A RIGHT**. If denial of bus riding privileges occurs, a student is still required, by law, to attend school.

## A. Responsibility of the Parents/Guardians

1. To ascertain and ensure that their student is at his/her designated bus stop five (5) minutes before the bus is scheduled to arrive. The driver is responsible for the maintenance of this schedule and **cannot** wait for tardy students.
2. To provide necessary protection of their student when going to and from the bus stop.
3. To accept joint responsibility with the school authorities for proper conduct of their student and be responsible for restitution for any vandalism of the buses.
4. To expect their student to walk some distance to a bus stop as required by state regulations.
5. To provide written permission for their student to board or exit the bus at a different stop rather than their regular stop.
6. To inform the transportation supervisor or the driver when absence is expected from school. If a student is not at the pick-up stop for three (3) consecutive days, the driver will not stop again until notified by the parent/guardian.
7. To make reasonable efforts to understand and cooperate with those who are responsible for pupil transportation.

## B. Responsibility of the Student

Creating a safe and orderly bus environment requires the commitment of all students. The MCE District is dedicated to creating and maintaining a positive, caring, safe, and orderly bus environment. Students and drivers must assume a responsible role in promoting behavior that enhances a safe and orderly bus environment. Courteous, respectful, and responsible behavior fosters a positive bus riding environment. The Student Code of Conduct will be administered uniformly and fairly, without partiality of discrimination, for all student bus violations.

1. Be at the designated bus stop five (5) minutes before the bus arrives. The bus **will not** wait for tardy students.
2. Stay off the roadway at all times when waiting for the bus.
3. Cross in front of the bus when crossing the road or highway, **not in back of the bus.** Always cross at least ten (10) feet in front of the bus and cross only after the driver signals for you to cross.
4. Wait until the bus comes to a stop before attempting to enter or leave the bus. Remain seated while the bus in motion. Enter or leave the bus at the front door only, except in the case of an emergency.
5. If the bus is crowded, move over and allow others to be seated.
6. Keep your head, arms, and hands inside the bus at all times.
7. Keep your feet out of the aisles, off the seats and back of seats, and do not block the aisles.
8. Do not leave the bus without the driver's consent.
9. Students living in town will be picked up and dropped off at designated locations.
10. If students who are not regular riders request to be transported, they must present a note from a parent/guardian to verify that the request is legitimate.
11. Students who are suspended from school may not ride a bus.

## **SELECTIVE SERVICE**

As per federal law, ALL MALE STUDENTS, 18 years of age or older, have an obligation to register for the Selective Service. Information can be obtained from the Guidance Office.

## **SAFE SCHOOL ENVIRONMENT – VIDEO SURVEILLANCE**

Please be aware that Mason County Eastern Schools uses video surveillance cameras inside and outside of buildings. This surveillance will enable us to provide a safer environment for our students.

## **BUS VIDEO CAMERAS**

In accordance with Board of Education policy, the District may use video cameras in the interior of district buses. The District believes that the presence of video cameras in school buses will enhance student safety and well-being and will ensure compliance with appropriate rules. The district's transportation director is responsible for reviewing the tapes to ensure that bus safety procedures are being followed and that the buses are being operated in accordance with district guidelines and state law. Only authorized school personnel will review video tapes.

Any disciplinary action resulting from the use of the video cameras shall be determined by the administration, which shall ensure that district policy relating to discipline, including appropriate due process, is followed.

## **SEARCHES AND SEIZURES**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, storage areas or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. School officials will attempt to have the student present whenever such searches are conducted, but such searches may be conducted in the student's absence.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

## **1. Personal Searches**

A student's person and/or personal effects (e.g., purse, bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## **2. Locker, Desk, and Storage Area Searches**

Student lockers, desks, and storage areas are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Inspections of lockers, desks, and storage areas may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

## **3. Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Interiors of registered vehicles will be searched only in the presence of the student, where possible, whenever a school authority has reasonable suspicion to believe that there are unauthorized materials in the vehicle.

## **4. Seizure of Illegal Materials**

If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **TEXTBOOKS, MATERIALS, AND SUPPLIES**

Each student will be issued the necessary textbooks, materials, and supplies for each of the classes he/she is scheduled to take. The textbooks are owned by the District and may be used free of charge unless they are defaced, destroyed, or lost. All student books will be assessed at the end of the school year and parents/guardians will be billed for unnecessary damages or lost books. In the event of a lost book, the charge will be for the face value of the book as the school must replace it for students to use in future years. All fines and outstanding debts must be paid prior to registration for the following year. If fines go unpaid, they must be paid prior to a student participating in his/her Commencement Exercise and being able to participate in his/her Senior Trip.

## **DRIVER EDUCATION**

The cost of driver education is the responsibility of the student and parents/guardians. The District will be working cooperatively with a driver education provider to host the program at Mason County Eastern Schools.

## **FIELD TRIPS / CANCELLED FIELD TRIPS**

### **A. Field Trips**

Field trips are considered to be an educational experience and an extension of the classroom. Field trips are more difficult to supervise; therefore, students must assume more responsibility for their behavior. A student's past behavior and attitude will have a direct bearing on whether he/she will be included on field trips or outings. When a student's unacceptable behavior results in a second suspension from school, he/she forfeits the privilege of attending any or all future trips for that school year. In some cases, it will be necessary for a parent/guardian to accompany his/her student in order for the student to attend the field trip or outing.

There may be requirements for a student to attend a specific field trip, outing, or activity. Participation in some field trips, outings, and/or activities may be contingent upon specific behavioral requirements and/or student responsibilities.

### **B. Cancelled Field Trips**

On days that school is cancelled because of unsafe travel conditions, the administration will determine whether the trip will take place by checking with the following:

1. County Road Commission
2. State Police and County Sheriff Department; and
3. Superintendent

If all agree that travel to the field trip location is safe, then the field trip may be kept.

## **COUNSELING**

Counseling services are provided for students and consultations are available for parent/guardians/ regarding situations which have an impact on school performance/well-being. Confidentiality is maintained in all personal/private matters with the exceptions of disclosure of intended harm to someone else, self, or abuse/neglect.

## **STUDENT ASSEMBLIES**

Assemblies are designed to be educational as well as an entertaining experience. They provide one of the few opportunities to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Applause is the acceptable method of showing appreciation. Students who display unacceptable behavior may be denied the privilege of attending future assemblies.

## **MIDDLE SCHOOL ACADEMICS**

### **A. Core Subject Areas**

All Middle School students will take classes as required by state mandated curriculum.

### **B. Academic Center (AC)**

A student's schedule has an Academic Center built in. A student should use the AC time to seek help from his/her teacher if the student is having difficulty in a subject. The student may also work with a mentor from time to time during this period.

## **MIDDLE SCHOOL RETENTION POLICY**

1. Sixth, seventh, and eighth grade students are expected to pass the core subjects each marking period.
2. If a student does not receive a passing grade in his/her core subjects, he/she will be placed in an on-line summer class.
3. A student who fails three (3) or more of the core subjects throughout the year could be retained the following year. Failing constitutes the final grade at the end of each marking period.
4. Retention will be determined by a meeting held at the end of each school year with the building principal, guidance counselor, parent/guardian, student, and the Middle School team (or a member of the team).
5. A student who will be fifteen (15) years of age before September 1 of his/her seventh grade year or sixteen (16) years of age before September 1 of his/her eighth grade year may not be retained if the principal and staff agree that it is in the student's best interest to advance to the next grade level.

## **GRADUATION REQUIREMENTS AND CURRICULUM**

A student must obtain 21.0 credits for graduation.

Eight (8) full semesters of attendance are **REQUIRED** unless special permission for early graduation is granted by the Board of Education.



Credit requirements: All students are to be full-time students enrolled in a minimum of 7 classes per semester. The only exception would be juniors or seniors who must be considered a full-time student with their combination of dual enrollment or CTE classes and high school classes.

Special permission may be granted by the high school principal and/or the administrative assistant/counselor to attend college credit courses.

Credit recovery may be earned through an approved credit recovery system by administration.

The following credits must be successfully completed for graduation: (modifications are possible through CTE or personal curriculum options).

1. Four (4) credits of English
  - a. One (1) credit of Ninth Grade English
  - b. One (1) credit of Tenth Grade English
  - c. One (1) credit of Eleventh Grade English
  - d. One (1) credit selected from English 12 or Senior English
  
2. Four (4) credits of Mathematics
  - a. One (1) credit of Algebra I
  - b. One (1) credit of Geometry
  - c. One (1) credit of Algebra II
  - d. One (1) credit math or math related credit taken in senior year
  
3. Three (3) credits of Social Science
  - a. One (1) credit of World History/Geography
  - b. One (1) credit of United States History/Geography
  - c. One-half (1/2) credit of Economics
  - d. One-half (1/2) credit of Government
  
4. Three (3) credits of Science
  - a. One (1) credit of Physical Science
  - b. One (1) credit of Biology
  - c. One (1) credit either in Chemistry or Physics
  
5. One (1) credit of Physical Education/Health

This credit may be given for student participation in extracurricular athletics involving physical activity. Completion of two (2) high school level sport seasons meets this requirement.

The credit of physical education may be waived only if a student has a written medical statement from a doctor which will be placed in the student's permanent record.

6. One (1) credit of Visual, Performing, Applied Arts
7. On-line Learning Experience
8. One-half (1/2) credit of Academic Center each year for grades nine through twelve.
9. Students must complete the current standardized tests administered by the State of Michigan.
10. Two (2) credits of the same world language

### **PHYSICAL EDUCATION PARTICIPATION POLICY**

A parent/guardian may keep his/her child out of physical education activities for up to two (2) days. Any period longer than that must have a physician's note stating inability to participate.

### **EXAM POLICY**

1. All students will take first semester exams.
2. For Second Semester Exams:
  - a. In order to better prepare students for state and federal tests, all Freshmen, Sophomores, and Juniors will take second semester exams
  - b. All seniors will be excused from second semester exams provided they pass both the third and fourth marking periods.
  - c. No exam will be complete until the bell rings. If a student chooses to leave class prior to the end of the exam period, the student will lose credit on his/her exam.

If a student misses a final exam, it is his/her responsibility to set up a time with the teacher to make up the exam they missed. It must be made up within 2 days of returning to school or the last day of school for second semester exams.

### **HONOR STUDENTS**

Students will be honored upon graduation by the following academic standards,

Highest Honors	3.66 – 4.00
High Honors	3.26 – 3.65
Honors	3.00 – 3.25

## HONOR ROLL

The honor roll will adhere to the following standards:

1. All "A" Honor Roll  
The requirement of an "A" in all subjects during the grading period.
2. All "A" and "B" Honor Roll  
The requirement of an "A" or a "B" in all subjects during the grading period.
3. "B" Honor Roll  
The requirement of a "B" average (3.00 G.P.A) during the grading period.

## GRADING

1. Letter grades (A-B-C-D-E) will be earned by all students in all classes except for the following:
  - a. AP courses and/or on-line courses may be taken either for grades or as credit/no credit.
  - b. Any senior may choose to take one (1) upper level elective class under the credit/no credit option as long as he/she declares that in the first five (5) days of the class.

Credit = C- or better in the class  
No Credit = D+ or lower in the class

- c. Middle School exploratory classes will receive CR or NCR.

All class grades will be figured equally into each student's G.P.A.

2. Final semester grades will be figured on a 40% - 40% - 20% basis.

The first nine weeks grade will equal 40% of a student's grade.  
The second nine weeks grade will equal 40% of a student's grade.  
The exam will equal 20% of a student's grade.

Example: 90% is earned in the first 9 weeks.

$$.90 \times .40 = .360$$

80% is earned in the second 9 weeks.

$$.80 \times .40 = .320$$

100% is earned on the final exam.

$$1.0 \times .20 = .200$$

$$.360 + .320 + .200 = .88 \text{ or } 88\% \text{ for the final grade}$$

A student must earn a minimum 60% average in the class in order to receive credit in that course for the semester.

## FOREIGN EXCHANGE STUDENTS

Foreign Exchange Students will be automatically be enrolled as seniors. *If the student/host family chooses not to enroll the student as a senior, the student will be enrolled as a sophomore because of state mandated testing at the junior level.* This decision will be binding even if the student chooses to relocate to another host family.

## STUDENT AWARDS

### **1. Academics**

Academic letters, lamps, and bars will be given for a 3.00 grade point average (G.P.A.) for the year. (first year = academic letter; second year = lamp; third and fourth year = bar)

### **2. Perfect Attendance**

Certificates are given out each semester for perfect attendance.

### **3. Honor Roll**

Recognition will be given each nine (9) weeks for attaining honor roll standards.

### **4. Student of the Month**

One (1) student from each grade (6-12) is selected by school personnel. This award encompasses academic success and student behavior.

### **5. High School Awards/Scholarships**

The following awards are attainable:

- All-Around Senior Award
- Senior Citizenship Award
- Senior Girl and Boy Athlete Awards
- Joie Giammalva Student Christian Athletic Award
- Student Council Awards
- Shoup Family Music Award
- Scott Baker Power Awards
- “AAA” WMD League Awards
- Various Academic/Athletic Scholarships
- Core Subject Awards
- Art Palette Award
- Industrial Arts Awards

Students interested in knowing more about how to qualify for any of these awards should speak with administration for more information regarding the criteria needed to be considered for a specific award.

## LUNCH ROOM

The school cafeteria is located in the elementary building in the Multi-Purpose Area.

Students buying or bringing their lunch are to use the cafeteria. If a student does not have money for lunch, a charge may be obtained from the cafeteria register worker. Only one (1) charge will be allowed at a time and should be repaid within one (1) week. Upon completion of lunch, it is the student's responsibility to return trays, silverware, etc. to their designated places.

Breakfast will also be available in the cafeteria with serving time from 7:30 a.m. to 8:18 a.m. for sixth through twelfth graders.

Students who are not conducting themselves in a proper manner in the cafeteria will be required to eat their lunch in a designated supervised area.

Breakfast and lunch are free for K-12.

Adult Lunch	4.00
Milk	.35
Adult Breakfast	2.25

School meal envelopes with name and number are to be dropped off in the school meal boxes located in the cafeteria and/or middle school/high school office.

Application forms for free and reduced price school meals will be available during the first week of school for families who wish to apply for this program. These forms are to be filled out completely (one (1) for **each** family) and returned to school in order to determine if students qualify. As soon as the forms have been reviewed, notification will be sent home stating if the student qualifies for free or reduced lunch.

If a family's income changes during the year, the forms are available to fill out at that time.

## HEAD LICE POLICY

Any student found to be carrying head lice is to be sent to the office immediately. That student will then be sent home until he/she is found to be nit free.

## MEDICATION POLICY

Administration of medication will be as follows:

1. The student's physician must provide written orders detailing diagnosis, dosage of medicine, times when medication should be administered, and a telephone number where the physician can be contacted. A medication form is available from the secretary in the office.

2. The parent/guardian must provide a written request and permission for the school to administer the medication and a telephone number where the parent/guardian can be contacted in case of emergency.
3. The student or parent/guardian must bring the medicine to school in a container appropriately labeled by the pharmacy or physician.
4. All medication shall be clearly identified on the outside of the container and the medication will be stored in a cabinet at school.
5. School personnel shall administer the medication in the presence of another adult and in compliance with the instructions of the physician.
6. In case of an emergency when a student's live or health is threatened, a school administrator, teacher, or designated staff member may give medication to that student without a second person being present.
7. School personnel will communicate regularly with parents/guardians and the physician about any problems or effects of administering medication to students during school hours.
8. In an emergency, a designated staff member will notify the parent/guardian as quickly as possible.
9. No medication, including aspirin, ointments, cold tablets, etc. will be administered to a student without written permission of a parent/guardian and the completion of the school medication form.
10. School personnel will work closely with the physician so the medical program can be modified as changes in the student's physical condition warrant it.
11. School personnel shall not administer any medication where the administration of the medication requires specialized knowledge or training, such as injection of medication, unless that person has the required knowledge or training.
12. If the seal is broken on any medication container, the parent/guardian shall affirmatively state the container contains the medication that is identified on the outside of the container.
13. School personnel shall exercise the utmost care in administering medication to students.

### **VISION SCREENING**

The local Health Department holds annual vision screening every year for seventh (7<sup>th</sup>) and ninth (9<sup>th</sup>) grade. A recheck will be done in approximately one month. The vision technician will contact you after the recheck if your child does not pass the screening and needs further attention.

The screening results will be shared with the school unless parents request otherwise.

Note: If your child wears glasses or contacts, please make sure they are wearing them on the day of the screening.

### **STUDENT COUNCIL**

The function of the student government is carried on by the Student Council. Representatives are selected by the advisor through an application process. Officers are elected through an all-school election (unless running unopposed) held in the spring of the year.

The following are the objectives of the Student Council:

1. Enable the student body to work as a group promoting the interest of the school.
2. To afford opportunities for the education development in business meetings and parliamentary procedures, to develop increased responsibility through participation in these meeting, and to gain experience in self-government.
3. To serve the school and student body in any way possible.
4. Requirements for Homecoming Court eligibility:
  - a. Students must not have been suspended from school (includes ISS or OSS) during the current school year.
  - b. Students must be enrolled/attend prior to senior year to be eligible for court.
  - c. Foreign exchange students in any grade are not eligible for court.
  - d. Students who have been selected to court during ninth (9<sup>th</sup>) through eleventh (11<sup>th</sup>) grades are not eligible again until their senior year.

### **CLASS AND CLUB ORGANIZATIONS**

- A. Each class and organization will hold an election each school year to choose their class officers. The business of the class or organization is conducted by these officers at meetings held during the school year. The president of each class or organization will meet with their respective advisors prior to each meeting to make final plans for that meeting.
- B. The object of the Iva S. Calkins Chapter of the National Honor Society shall be to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in all students of the Mason County Eastern High School. Membership in the Iva S. Calkins Chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service.

To be eligible for membership selection in this chapter, a student must:

1. Be a member of the sophomore or junior class.
2. Have been in attendance at Mason County Eastern High School for a period equivalent to three (3) semesters.
3. Have a minimum cumulative grade point average of 3.2 on 4.0 scale. This scholarship level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. Candidates shall then be evaluated on the bases of service, leadership, and character.
4. Be selected by a majority vote of the faculty council. The faculty council shall consist of five (5) voting faculty members appointed annually by the Principal. The chapter advisor shall be a non-voting sixth (6<sup>th</sup>) member of the faculty council. An administrator will be included as a non-voting member.

Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency.

## **DRAMA**

Drama “letters” may be given to a participant if they have participated fully and is a student passing all classes. Extra-curricular activities require a tremendous amount of time and effort. Therefore, students will be required to maintain a satisfactory academic status in order to participate in extra-curricular activities. Drama Club rules for earning a letter include the following:

Eligible students must have achieved one of the following scenarios:

1. Perform in two plays in the same year and meet the academic and attendance guidelines.
2. Perform in three plays in consecutive years and meet the academic and attendance guidelines.
3. Work backstage in three plays in consecutive productions and meet the academic and attendance guidelines.

### **DRAMA CLUB ATTENDANCE POLICY**

1. Students will adhere to the school attendance policy.
2. Students must make up all time owed due to violation of the attendance policy. No student will be offered a role at the time of auditions that has hours to make up.
3. Students must have an excused absence on the performance days.

### **DRAMA DRIVING POLICY**

1. Student must adhere to the driving laws of the State of Michigan.
2. Students must adhere to the driving rules of Mason County Eastern – students/parents permission letter.

### **DRAMA ACADEMIC POLICY**

In order to receive a letter, students must be passing all classes and gain all credits through the duration of the play.

## **ATHLETIC OFFERINGS**

### **FALL SPORTS**

- |        |                                       |
|--------|---------------------------------------|
| 6 – 12 | Cross Country (Girls & Boys): Varsity |
| 6 – 12 | Volleyball: Varsity, Junior Varsity   |
| 9 – 12 | Boys Soccer: Varsity                  |



## **WINTER SPORTS**

- 6 – 12 Boys Basketball: Varsity, Junior Varsity
- 6 – 12 Girls Basketball: Varsity, Junior Varsity
- 9 – 12 Cheerleading: Varsity, Junior Varsity
- 9 – 12 Bowling (Girls & Boys): Varsity

## **SPRING SPORTS**

- 6 – 12 Track (Boys/Girls): Varsity
- 9 – 12 Coed Golf: Varsity
- 9 – 12 Boys Baseball: Varsity
- 9 – 12 Girls Softball: Varsity
- 9 – 12 Girls Soccer: Varsity

MCE participates in a league of local area schools with the opportunity to compete in district, regional, and state events.

## **WESTERN MICHIGAN “D” LEAGUE**

Mason County Eastern    Baldwin    Bear Lake    Brethren  
Cross Roads Charter Academy    Manistee Catholic Central  
Pentwater    Walkerville    Mesick    Marion

The high school has an Athletic Director to organize and schedule a meaningful and active program, teaching students sportsmanship, ethics, competitiveness, teamwork, and self-reliance. The students who compete in athletic events are subject to the rules and guidelines in the Athletic Program Handbook.

In all their actions athletes are expected to exemplify the highest qualities of character. They are subject to the general rules governing the student body whether on school property, to and from school, to and from practices, and at all away games. If an athlete violates the rules, he/she is subject to further disciplinary actions relative to his/her ability to participate in sporting events. If a student wishes to participate in a sport, he/she should contact the coach and pick up an Athletic Program Handbook.

## **NCAA ACADEMIC ELIGIBILITY**

Many college sports are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three (3) membership divisions – Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide scholarships.

A student who is planning to enroll in college as a freshman and who wishes to participate in Division I or Division II sports, must be certified by the NCAA Initial-Eligibility Clearinghouse. High school counselors will analyze academic standing to determine whether or not the student meets NCAA's initial-eligibility requirements.

### **WESTERN MICHIGAN "D" ACTIVITIES LEAGUE**

MCE participates in the West Michigan "D" Activities League. This league allows for more student participation. This league offers the following activities for students to participate in: (1) League Quiz Bowl (2) League Band Festival (3) Leadership Summit.

Students participating in the Michigan "D" Activities League will adhere to the student athlete's code of conduct.

### **DRUG-FREE SCHOOLS & STUDENT SERVICES POLICY**

The District seeks to provide all students with an education needed to participate as responsible citizens in an ever-changing world. The District is committed to providing a tobacco, alcohol, and other drug-free environment for students and staff. The possession/use of alcohol, controlled substances, mind/mood altering substances, drug paraphernalia, and/or other illicit drugs is prohibited in any attendance center on school district grounds or at any school sponsored activity (this list is not all inclusive). Those in violation will be subject to disciplinary procedures. Tobacco use by all students is prohibited at all times and by staff members during regular working hours. The safe environment will help students accomplish the educational outcomes of the District.

The District acknowledges that some students and staff have academic, physical, emotional, social, alcohol, or other drug problems that interfere with learning. Prevention programs and student services are designed to help students and staff learn skills to live productive lives, avoid mind/mood altering substance use problems, and deal with issues that might deter their academic, personal, and professional success.

The District accepts the concept that chemical dependency and other related problems are treatable. The prevention programs and student services provide appropriate options for prevention education, assessment, intervention, and referral.

For further information, please contact the Superintendent of Schools about details on prevention education, student services or student assistance program, co-curricular or extra-curricular activities, parent and community involvement.

## **SECTION 504 POLICY**

It is the intent of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is further the intent of the District to ensure that each student with a disability, within the meaning of Section 504 of the Rehabilitation Act of 1973, is defined, evaluated, and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

The Superintendent will appoint a Section 504 coordinator who will serve as administrator for the policy within the District.

## **Mason County Eastern Schools Internet Acceptable User Agreement**

Internet access is available to students and teachers. The goal in providing this service to teachers and students is to promote educational excellence at MCE By facilitating resource sharing, innovation, communication, and research.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of a public school. The District has taken steps to restrict access to controversial issues and materials.

MCE believes the valuable information and interaction available on this worldwide network is an asset to the District's educational goals. This policy may be revised from time to time as necessary.

### **Internet Conditions of Use and Etiquette**

- (1) The use of your account must be in support of education and research and consistent with the laws, rules, and regulations of Mason County Eastern Schools, the State of Michigan, and the Federal Government (including the Children's Internet Protection Act).

The District will make its best effort to install server and/or client software which will restrict access to most inappropriate material.

The following uses of school-provided Internet access are not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- To transmit obscene, abusive, sexually explicit, harassing, or threatening language or suggestions;
- To violate any local, state, or federal law;
- To access another person's materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another person or organization without permission; and
- To engage in commercial, political, or profit-making enterprises. Notify your teacher or administrator immediately if you accidentally encounter or obtain materials in violation this policy.

- (2) Privileges – The use of the Internet is a privilege, not a right. An inappropriate use will result in the cancellation of those privileges and other appropriate consequences, including discipline.

All users must obtain prior approval before receiving an account. Each student and teacher who receives an account will be instructed in the proper use of the network. The system administrators may close an account at any time as required.

The administration, faculty, and staff of MCE may request the system administrators deny, revoke, or suspend specific user accounts.

(3) Accounts will be terminated upon your departure from MCE.

(4) Network Etiquette and Use – you are expected to abide by acceptable usage rules and by the generally accepted rules of network etiquette (Etiquette). These include (but are not limited to) the following:

- Be polite. Do not get abusive or use profane language or vulgarities.
- Do not engage in personal attacks, cyberbullying, or harassment of another person.
- Do not reveal personal information about yourself or others such as address, phone number, or credit card information, and do not agree to meet with someone you have met online without your parent's approval and participation.
- Watch humor and sarcasm when using e-mail. The meaning of messages can be easily misconstrued.
- You should consider all communication and information accessible via the network to be public property.
- Do not post private information about another person.
- All downloads will be saved to network drives or removable storage, not on the hard drive.
- All users must obtain prior approval from the Internet administrator before joining a list server.
- Do not respond to unsolicited online contact from anyone.

REMEMBER: MCE may review and monitor your use of District computers, including, but not limited to, the internet sites you access and e-mail you send and receive. You should have no expectation of privacy when using district computers.

(5) Responsibilities – The user is responsible for all materials received via his/her user account and accepts responsibility for keeping all prohibited material, inappropriate text files, or files dangerous to the integrity of the center network, equipment, or software from entering the school via the network.

The user will not plagiarize or illegally download works (including music) he/she finds on the Internet and will respect the rights of copyright owners.

(6) Security – If you identify a security problem on the Internet, you must notify the MCE Technology Administrator immediately. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

(7) Vandalism – Vandalism will result in cancellation of privileges and discipline to the offering party. Vandalism is defined as any attempt to harm or destroy data of another user. Technology Administrators' decisions to discontinue use of privileges will be final in every attempt of vandalism.

MCE makes no warranties of any kind, whether expressed or implied, for the service it is providing. MCE will not be responsible for delays, non-deliveries, mis-deliveries, or service

interruptions caused by its own negligence or your errors omissions. MCE specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

Any misuse of passwords, abusive or inappropriate conduct on the Internet, or any other inappropriate action while connected to the Internet, under MCE's discretion, may lead to disciplinary action.

## **Education, Supervision, and Monitoring**

It shall be the responsibility of all members of the MCE staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

The Technology Administrator or designated representatives will provide age appropriate training for students who use MCE's Internet facilities. The training provided will be designed to promote MCE's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Mason County Eastern School Internet Safety Policy;
- b. Student safety with regard to:
  - i. Safety on the Internet;
  - ii. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. Compliance with the E-rate requirements of the CIPA.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.