

2017-2018 Parent/Student Handbook



# Mason High School

*Grades: 9-12*



**PHONE:** Main Office..... 513-398-5025      **HOURS:** 7:15am - 2:15pm  
Attendance..... 513-336-7368  
Attendance Fax... 513-336-6987  
Guidance..... 513-398-7896  
Guidance Fax..... 513-336-6823

Mason High School • 6100 Mason Montgomery Road • Mason, Ohio 45040

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# GENERAL INFORMATION

## WELCOME AND MISSION

On behalf of our staff, I would like to welcome you to William Mason High School. In this handbook you will find valuable information to assist you in making the most of your time here at MHS. Our staff is committed to preparing you for success. We encourage you to take advantage of the many resources we provide to help maximize your high school experience.

William Mason High School has an established tradition of excellence. The school and community are proud of our Mason heritage. It is important for you to carry on the traditions established by our alumni by representing your school in a first-class manner. You have the opportunity to leave a lasting, positive impact on MHS!

Mason High School prides itself on rigorous academics that meet the needs of all our students. We promote extra-curricular activities as part of making a strong connection to your school. You are encouraged to take classes that challenge you and meet your individual needs and to get involved with your school.

Our mission is to provide the best experience here that will lead you to achieve your future goals. Our offices are always open, and we are here for you. Have an outstanding year.

Go Comets!

Dave Hyatt, MHS Principal

MASON CITY SCHOOLS ADMINISTRATION BUILDING  
211 NORTH EAST STREET  
(513) 398-0474

## **BOARD OF EDUCATION**

Courtney Allen

Randy Andrews

Matthew Steele

Kevin Wise

Connie Yingling

## **CENTRAL OFFICE ADMINISTRATION**

Dr. Gail Kist-Kline

Superintendent

Ronda Johnson

Treasurer

Jonathan Cooper

Chief Innovation Officer

Dr. Heather Sass

Chief Academic Officer

Todd Petrey  
Marla Niebling  
Tracey Carson  
Jessica Stevens  
Erin Bucher  
Thea Staley  
Jody Bergman  
Sheri Ballman  
Milena Varbanova  
Nicole Dietrich  
Tamara Earl  
George Highfill  
Carolyn Thornton

Chief Operations Officer  
HR Talent Management Officer  
Public Information Officer  
Special Services Administrator  
Special Services Supervisor (MECC)  
Special Services Supervisor (WR & MI)  
Special Services Supervisor (MMS & HS)  
Data Center Administrator  
ESL Supervisor  
Gifted Administrator  
Office of Child Nutrition Supervisor  
Buildings & Grounds Supervisor  
Transportation Supervisor

### **MASON HIGH SCHOOL**

6100 S. MASON MONTGOMERY RD.

MASON, OH 45040

(513) 398-5025

#### **HIGH SCHOOL ADMINISTRATION**

Dave Hyatt	Principal
Shanna Bumiller	Assistant Principal
Amy Hull	Assistant Principal
Dion Reyes	Assistant Principal
Brandon Rompies	Assistant Principal
Laura Spitzmueller	Assistant Principal
Scott Stemple	Director of Interscholastic Athletics
Dylan McKinney	Administrative Assistant to Athletics
Cathy Crotty	Asst. to the Director of Inter. Athletics
Milena Varbanova	ESL Coordinator
Lorri Allen	Student Activities Director

#### **SUPPORT STAFF**

##### **Name**

Laurie Brown  
Julie Panyko  
Debbie Huff  
Missy Courts  
Angie Engen  
Liann Muff & Nancy Schilling

##### **Department**

Admin Assistant to the Principal  
Administrative Assistant for Discipline  
Admin. Assistant for Attendance 336-7368  
Admin. Assistant for Guidance 398-7896  
Administrative Assistant for Guidance  
Ad. Assis. to the Student Activities Director



Annette Wood  
Megan Cameron  
Jim Fox  
Cheryl Barnett  
Phyllis Burpo  
Jan Dailey  
Rick Huff  
Jack Martin  
Kathy McVey & Debbie Moeggenberg  
Karli Dyer  
Virginia Robinson  
Jeff Schlaeger  
Michaela Kramer  
Christy Speigel

**GUIDANCE STAFF**

Linda Dumstorff  
Tony Affatato  
Phyllis Bell  
Marty Zack  
Megan Korengel  
Sally Clark  
Katie Hicks  
Seth Johnston

**TEACHING STAFF**

Thurman Allen  
Anna Bailey  
Paul Barry  
Greg Benson  
Marcie Blamer  
  
Curt Bly  
Arlene Borock-Balczo  
Sarah Boselovic  
Ashley Bowman  
Shannon Branciforte  
Dan Broadrick

Administrative Assistant for Guidance  
Student Assistance Coordinator  
Student Safety & Wellness Liaison  
Physical Therapist  
Receptionist 398-5025  
Occupational Therapist  
District Attendance Officer  
Auditorium Technician  
Health Service Coordinators 398-3864  
School Resource Officer  
Media Specialist  
School Psychologist  
School Psychologist  
Speech Pathologist

Counselor      A - B  
Counselor      C - E  
Counselor      F - Holt  
Counselor      Holterhouse-Liew  
Counselor      Lig- N  
Counselor      O – R, Great Oaks  
Counselor      S – Ti  
Counselor      To – Z

Language Arts  
Math  
Science  
Band Director  
Teaching Profession  
(Scarlet Oaks)  
Language Arts  
Language Arts  
Language Arts  
Intervention Specialist  
Social Studies

Kristina Broaddrick	Math
Amanda Bross	Language Arts
Michelle Bruewer	Language Arts
Jodi Brutvan	Intervention Specialist
Betsy Carras	Language Arts
Brian Castner	Physical Education
Beth Celenza	Language Arts
Jere Clark	Math
Nathan Coates	Language Arts
Elizabeth Coleman	Science
Katie Comisar	Intervention Specialist
Dale Conner	Language Arts
Mindy Coraddi	Social Studies
Rachel Cronin	Language Arts
Christopher Dicks	Applied Technology
Kurt Dinan	Language Arts
Charity Distel	Science
Chip Dobson	Social Studies
Melissa Donahue	Language Arts
Cindy Donnelly	Business
Charles Dugan	Social Studies
Gideon Dudgeon	Business
George Elias	Applied Technology
Colleen Everett	Math
Steven Fragale	Intervention Specialist
Micah Faler	Social Studies
Barak Faulk	Intervention Specialist
Amy Forsythe	Math
Gina Fox	Intervention Specialist
Debbie Gentene	Business
Patricia George	Language Arts
Bobbi Georgeton	ESL
Abigail Gist	World Language
Amy Gobble	World Language
Andrew Goetz	Language Arts

Katherine Goetz	Science
Audrey Gorman	Art
Linette Graham	Science
Johnnie Green	Music Education
Joseph Hammond	Social Studies
Aimee Hansen	Science
Nichole Harting	Math
Greg Hayes	Science
Christy Hemphill	ESL
Dan Hilen	Alternative Education
Katherine Holmes	Math
Matt Hornung	Intervention Specialist
Randy Hubbard	Science
Lisa Jacobs	Math
Caryn Jenkins	Social Studies
Charlise Joaen	Intervention Specialist
Angie Johnston	Social Studies
Stephanie Jones	Music Education
R. Michael Jordan	Science
Melissa Jurewicz	World Language
Jake Kallgren	Social Studies
Megan Kappers	Science
Jen Kassner	Science
Chris Kilgore	Intervention Specialist
Alison King	Intervention Specialist
Timothy King	Language Arts
Olivia Kinross	Language Arts
Allison Kolish	Language Arts
Cody Kreager	Science
Greg Kummer	Applied Technology
Christina Leder	Math
Carol Lehman	Science
Jennifer Leitsch	Language Arts
Ryan Lehr	Intervention Specialist
Amy Lillich	Intervention Specialist

Darin Little	Social Studies
Natalie Lohrum	Intervention Specialist
Maggie Long	Science
Christine Loucks	World Language
Danielle Lyons	Social Studies
Katie Maclin	Intervention Specialist
Jim Marcum	Intervention Specialist
Susana Maldonado	Biomedical Program (Scarlet Oaks)
Jane Margraf	World Language
Christina Matriarch	World Language
Rob Matula	Science
Steve Mays	Math
Mark McCormick	Math
Amy McDonald	Math
Dan McKay	Art
Jason McKee	Vocal Music
Mark Meibers	Math
Diana Messer	Science
Erica Minner	World Language
Rob Mitchell	Science
Tim Molnar	Social Studies
Maria Mueller	Social Studies
Danny Mullins	Comet Connections
Craig Murnan	Business
Martha Murphy	Intervention Specialist
Tiann Myer	PE/Health
Stephanie Nally	Language Arts
Tim Navaro	Language Arts
Ling Ling Nian	World Language
Anthony Niemesh	Intervention Specialist
Sheila Nimer	Science
Jenetta Noble	Language Arts
Hakim Oliver	Intervention Specialist
Amy Ortega	World Language
Krishanna Paguirigan	Intervention Specialist

Laura Palmer	Language Arts
Rachel Pansing	Intervention Specialist
Shawna Parkinson	Language Arts
Nicole Paxton	Math
Deb Perry	World Language
Danielle Peters	Science
Michael Planicka	Intervention Specialist
Ashley Pope	Intervention Specialist
Gary Popovich	Health/Phys. Ed.
Katie Post	Social Studies
Steve Prescott	Social Studies
Ed Protzman	Music Education
Jill Puma	Business
Erin Rankin	Math
Thomas Rapp	Foreign Language
Katie Raszka	Intervention Specialist
Paul Reedy	Social Studies
Vance Reid	Social Studies
Greg Roach	Math
Tina Roberts	Art
Lori Roth	Language Arts
Pete Rudowski	Math
Johnathon Sauer	Math
Carmen Scalfaro	Business
Mollee Schierloh	Social Studies
Monica Schneider	Science
Joey Schnell	Science
Andy Schur	Math
Ann Schwankhaus	World Language
Barbara Shuba	Science
Deborah Sicking	World Language
Jason Sleppy	Music Education
Kristi Stephens	Math
Rod Stewart	World Language
Kristen Stoll	Language Arts

Jennifer Striker	Business
Diana Stroud	Math
Mark Sullivan	Physical Education
Cornelia Topich	Science
Brian Thomas	Science
Keri Thompson	Work Study Coordinator
Lori Toerner	Business
Pam Valentine	Art
Heather VerStreate	Math
Deidra Ware	Science
David Weiseman	Applied Technology
Bonnie White	Math
Ken Whitney	Social Studies
Gabe Wigginton	Social Studies
Suzie Wilcox	Social Studies
Diana Williams	Math
Nichole Wilson	Language Arts
Thomas Wilson	Language Arts
Karan Witham-Walsh	Art
Mark Wyatt	Math
Allen Young	Performing Arts
Karen Young	Science
Hannah Zimmerman	Art

## [Mason High School 2017-2018 School Calendar](#)

### **AUGUST 2017**

14	Professional Work Day – NO SCHOOL
15	First Day of School for Students

### **SEPTEMBER 2017**

4	Labor Day — NO SCHOOL
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### **OCTOBER 2017**

16	End of First Quarter / Professional Work Day – NO SCHOOL
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### **NOVEMBER 2017**

20	Personal Learning Day – NO SCHOOL
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21	Conference Exchange Day – NO SCHOOL
22-24	Thanksgiving Break - NO SCHOOL
<b>DECEMBER 2017</b>	
22	End of Second Quarter / First Semester
Dec. 25 - Jan. 4	Winter Break - NO SCHOOL
<b>JANUARY 2018</b>	
5	Teacher Professional Work Day - NO SCHOOL
8	School Resumes
15	Martin Luther King Day - NO SCHOOL
<b>FEBRUARY 2018</b>	
16	Personal Learning Day – NO SCHOOL
19	President’s Day - NO SCHOOL
<b>MARCH 2018</b>	
9	End of Third Quarter
16	Teacher Professional Work Day - NO SCHOOL
March 26- April 2	Spring Break - NO SCHOOL
<b>APRIL 2018</b>	
3	School Resumes
<b>MAY 2018</b>	
20	Graduation
25	End of Fourth Quarter / Second Semester
25	Student & Teacher Last Day

## BELL SCHEDULES

Reg. Sch.			Homeroom 1 Hr.		
Pd	Time	Minutes	Pd	Time	Minutes
1	7:15-8:05	50	1	7:15 – 7:55	40
2	8:10-9:00	50	2	8:00-3:39	39
3	9:05-9:55	50	HR	8:44-9:44	60
4	10:00-10:50	50	3	9:49-10:28	39
5	10:55-12:25	55	4	10:33-11:12	39

6	12:30-1:20	50	5	11:17-12:47	55
7	1:25-2:15	50	6	12:52-1:31	39
			7	1:36-2:15	39
Lunches		Classes	Lunches		Classes
A-10:55-11:25		11:30-12:25	A-11:17-11:47		11:52-12:47
B-11:25-11:55		10:55-11:25	B-11:47-12:17		11:17-11:47
		12:00-12:25			12:22-12:47
C-11:55-12:25		11:00-11:55	C-12:17-12:47		11:17-12:17

Prime Time			Prime Time 30 min Homeroom		
Pd	Time	Minutes	Pd	Time	Minutes
1	7:15-7:55	40	1	7:15-7:50	35
2	8:00-8:40	40	2	7:55-8:29	34
3	8:45-9:25	40	HR	8:34-9:04	30
4	9:30-10:10	40	3	9:09-9:43	34
6	10:15-10:55	40	4	9:48-10:22	34
5	11:00-12:30	55	6	10:27-11:01	34
7	12:35-1:15	40	5	11:41-12:36	55
			7	12:41-1:15	34
Lunches		Classes	Lunches		Classes
A-11:00-11:30		11:35-12:30	A-11:06-11:36		11:36-12:36
B-11:30-12:00		11:00-11:30	B-11:36-12:06		11:06-11:36
		12:05-12:30			12:11-12:36
C-12:00-12:30		11:00-12:00	C-12:06-12:36		11:06-12:06

<b>Final Exam (Day 1)</b>	<b>Final Exam (Day #2)</b>
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Pd	Time	Minutes	Pd	Time	Minutes
1	7:15-7:25	10	4	7:15-7:20	5
Exam 1	7:25-8:55	90	Exam 4	7:20-8:50	90
2	9:00-9:10	10	5	9:00-9:15	5
Exam 2	9:10-10:40	90	Exam 5	9:05-10:35	90
5	10:45-12:30	70			
3	12:35-12:45	10			
Exam 3	12:45-2:15	90			
Lunches		Classes			
A-10:45-11:15		11:20-12:30			
B-11:20-11:50		10:45-11:20			
		11:55-12:30			
C-12:00-12:30		10:45-12:00			

<b>Final Exam (Day #3)</b>		
Pd	Time	Minutes
6	7:15-7:20	5
Exam 6	7:20-8:50	90
7	9:00-9:05	5
Exam 7	9:05-10:35	90

## **Philosophy of Mason High School**

Education includes every aspect of human existence. It is the responsibility of an educational institution to develop the human resources which society entrusts in its care.

Mason High School is an educational institution which offers opportunities for physical, mental, and intellectual growth and development. We, the administration and faculty, believe that for students to develop into mature, responsible people, they must be challenged academically. We further believe as educators this responsibility is ours. We believe that there should be an open line of communication between students, teachers, parents, administration, school board, and community. We

should all work together toward the same goals and objectives.

As educators, we would like students to:

1. Develop skills in reading, writing, speaking, and listening.
2. Develop pride in work and a feeling of self-worth.
3. Learn how to examine and use information.
4. Learn to respect and get along with people with whom they work and live.
5. Develop a desire for learning now and in the future.
6. Develop good character and self-respect.

## SafeSchools Alert Tip Line

Safety is one of our district's top priorities. To help safeguard our school community, our district is now using SafeSchools alert, a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 1-855-4ALERT1, ext. 1059
2. Text: Text your message to ALERT1 or 253781, begin message with #1059
3. Email: 1059@alert1.us
4. Web: <https://mason-oh.safeschoolsalert.com/>

You and your child can easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about through SafeSchools alert. When you submit a tip, be sure to use our district's identification code: 1059 in your communication.

Every tip SafeSchools alert receives about our district is immediately logged in the system and our administration is notified so that they can investigate and take appropriate action. Tips may also be submitted anonymously if you prefer.

Together, using SafeSchools alert, we can make our district a safer place to work and learn!

## Required School Forms

FinalForms provides families opportunities to complete student forms electronically - rather than with paper. FinalForms turns school forms into a customized, streamlined data collection process. Once Parents and students complete an online process, Administrators, Teachers, and Nurses can login to the easy-to-use system to view, manage and input relevant data.

Parents or Guardians must complete the following forms in [FinalForms](#):

- **Emergency Medical Authorization Form**  
Authorizes the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached. PLEASE NOTE: updating contact information in FinalForms does not update information in Home Access Center.

- **Handbook Receipt Signature Form**

Indicates that parents or guardians have received, read, understood and agreed to abide to the policies and procedures contains in the school handbook.

- **Network Agreement**

Indicates that parents or guardians have received, read, understand and agree that my child shall comply with the terms of the District's Agreement for student's access to the District Computer Network and the Internet.

## **EMERGENCY MANAGEMENT PLAN NOTICE TO PARENTS**

In compliance with O.R.C. 3313.536, Mason City Schools maintains an Emergency Management Plan that will be deployed should an emergency present itself that affects the population of a building or significant portion thereof. Part of that plan is to notify parents of the best known facts about the emergency, how the event is likely to affect the ability to have school, and plans for parents to reunite with students. In the event of an emergency, parents will receive notification by one or more electronic communication tools including text, phone call, or email. One communication from the school is expected but circumstances may dictate follow-up communications are required. The District may also post information at its website, [www.masonohioschools.com](http://www.masonohioschools.com), and utilize mass media outlets including television, radio, and /or social media such as Twitter and/or Facebook. IT IS A PARENT'S RESPONSIBILITY to ensure the District has appropriate contact information and that communications are directed to both parents and/or guardians as appropriate. Changes to parent or guardian information may be made by sending the correct information by email to [mcsdata@masonohioschools.com](mailto:mcsdata@masonohioschools.com).

### **Discipline Information**

#### **Philosophy of Discipline**

It is the philosophy of Mason High School that an orderly and properly behaved student body is necessary to have an environment which is conducive for learning.

Students and teachers have the right to a learning environment which is free from distraction, intimidation, or ridicule from other students. Students who violate the Code of Conduct are infringing on the rights of others and will be dealt with in accordance with the consequences outlined in the guidelines to correct student conduct, which have been adopted by the Mason City School District.

#### **The Student Code of Conduct**

The student code of conduct confirms that students have the responsibility to use Mason High School's facilities and services for the purposes for which they are intended – education. In order for the school to operate, certain rules and regulations regarding student behavior have to be established and enforced. Therefore, the

Student Code of Conduct is an attempt to list major rules. However, other acts not listed could be subject to discipline if the act is disruptive to the educational process, hinders other students' learning, or is deemed inappropriate for a school setting.

This code of regulations applies while a student is in the custody or control of the school, on school grounds or close proximity thereto, while at a school-sponsored function or activity, or on school-owned or school provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, **on or off school property**, when such conduct is reasonably related to the health, safety, and welfare of students, or such conduct would unreasonably interrupt the educational process, or, regardless of where it occurs, the misconduct is directed at a district official or employee or the property of such official or employee.

It shall be the decision of the appropriate school administrator as to which corrective measures are appropriate or adequate after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, and in light of the student's past record of misbehavior. The action may include, but is not limited to loss of privileges, after-school detention, in-school discipline; out-of-school suspension; assignment of Saturday School; emergency removal; and/or expulsion. Students aiding, abetting, or conspiring in the commission of any school violation may receive a penalty equal to the attempted violation.

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion. The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his/her parents may appeal any decision of the Mason City School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension with Warren County Court of Common Pleas.

It is the policy of the Mason City School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly

hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Mason City School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code.

During such time that a student is suspended out of school, he/she may receive academic credit and grades for the work completed.

**The types of conduct prohibited by this Code of Regulation are as follows:**

- Rule 1: Disregard of reasonable directions or commands by school authorities including school Administrators and teachers.
- Rule 2: Refusing to take detention or other properly administered discipline.
- Rule 3: Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- Rule 4: No student shall release any bodily fluids in anything other than the proper receptacle.
- Rule 5: Skipping detention.
- Rule 6: forgery of school or school-related documents.
- Rule 7: Gambling. No student shall participate in gambling of any kind or be in possession of any gambling devices. For example: dice, cards, etc. (unless teacher directed for a classroom activity.)
- Rule 8: Distribution and placing on school premises of signs, slogans, pamphlets, leaflets, buttons, insignia, etc., without the permission of proper school authority.
- Rule 9: Tardiness.
- Rule 10: Upon initial arrival, leaving school premises during school hours without permission of the proper school authority.
- Rule 11: Truancy.
- Rule 12: Unauthorized use of electronic devices is prohibited. Students may be allowed to possess pagers, cellular telephones and other electronic communication devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours. It is the policy of Mason City Schools that cell phone usage or the usage of any camera or other

recording device is prohibited in all rest rooms and locker rooms on Mason City School's premises. The district assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks. Exceptions may be made for use of these devices with prior approval of teachers and/or administrators. If there is a violation of this policy, the principal may confiscate the device and release it only to parents of those students who schedule a time to pick up that device. Subsequent violations could result in confiscation, loss of privilege and forfeiture of the device to the district. ORC 3313.20; 3313.753. Sexually explicit content in phones or "sexting" could result in criminal charges, harassment and embarrassment.

Rule 13: Violation of the board's network/internet acceptable use policy.

Rule 14: Cheating or plagiarizing.

Rule 15: Intolerant Communication towards staff and other students.

Rule 20: Damage or destruction of school property, property of school employees, property of other students, and/or visitors and volunteers, on or off school premises in areas controlled by the school.

Rule 21: Theft or possession of stolen goods.

Rule 22: Chronic misbehavior which disrupts or interferes with any school activity.

Rule 23: Disrespect to a teacher or other school authority.

Rule 24: Harassment of school personnel, visitors, and/or volunteers during school and/or non-school hours.

Rule 25: Any activity by which the pupil knows or should know will disrupt the academic process or will interfere with any school activity; curricular or extracurricular activity.

Rule 26: Falsifying of information given to school authorities in a legitimate pursuit of their jobs.

Rule 27: Willfully aiding another person to violate school regulations: failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such action or plans.

Rule 28: Demonstrations by individuals or groups causing disruption to the school program.

Rule 29: Hazing (to persecute, harass or humiliate another student, employee and/or visitors and volunteers).

Rule 30: Violation of the board's bullying policy, which includes teen dating violence, abuse of another, and aggression upon another: no student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature;

words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property; and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited. Aggression upon another: no student shall cause or attempt to cause or threaten physical injury or physical imposition, or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person. This includes "horseplay," which is defined as any physical contact or verbal statements by and/or between a student and any other student, employee, or other party which a student knows or reasonably should know may result in a fight or other physical altercation, and the unauthorized throwing of any object, including snowballs.

Rule 31: Fighting.

Rule 32: Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, E-Cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, snuff, and dip, or using tobacco in any other form.

Rule 33: Possession of matches or lighters or other similar devices.

Rule 34: Cursing.

Rule 35: Use of indecent or obscene language in oral or written form.

Rule 36: Publication of obscene, pornographic or libelous material.

Rule 37: Sexual harassment: no student shall engage in sexual harassment. Sexual harassment is defined as any activity of a sexual nature that is unwanted or unwelcome, including, but not limited to, unwanted touching, patting, verbal comments of a sexual nature, unwanted body contact, and exposure to physical gestures, body movements, or visual or auditory material of a sexual nature which would be perceived by a reasonable person as offensive.

Rule 38: Sexting: taking, sending, or in possession of sexually explicit images or videos via an electronic device. This could result in criminal charges.

Rule 39: Improper or suggestive dress: failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the board of education. This includes the prohibition of all clothing, jewelry, signs, etc., which at the discretion of the administration is reasonably related to or represents gang or gang-like activity.

Rule 40: Indecent exposure.

Rule 41: Disobedience of driving regulation while on school premises.

Rule 42: Communicable diseases: no student shall be on school property with a

communicable disease unless a medical professional and the appropriate school administrator approve school attendance.

Rule 43: Removing or altering student records: no student shall remove any student record from its official place of deposit without permission of the record custodian or shall inspect, alter, change, transmit, or copy any unauthorized academic information of materials in any format. No student shall forge any school-related documents.

Rule 44: Student activities: no student shall violate the rules or regulations of, or misappropriate funds from, any school activity.

Rule 50: Assault on a school employee, student or other person. Situations such as fights could be turned over to the police. Fighting in the commons or close proximate thereto will be turned over to the police.

Rule 51: Extortion from a student or school personnel.

Rule 52: Arson or other improper use of fire.

Rule 53: No student should convey, attempt to convey, or knowingly possess, handle, or transmit dangerous weapons or objects which look like weapons including, but not limited to a knife, razor, cutting instrument, ice pick, explosive, leading cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, BB gun, firearm or other destructive device (as defined in 18 U.S.C.A. Section 921-924), incendiary, poisonous or noxious gas, an instrument which launches projectiles or other dangerous substances, laser pointer, or other object that could be used as a weapon or is represented as a weapon or dangerous instrument or resembles a dangerous instrument; this includes ammunition brought onto any property owned or controlled by or to any activity held under the auspices of the Board of Education. No student shall discharge any firearm, explosive or other disruptive device.

Rule 54: Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, K2, spice, etc.) or inhalants, or buying, selling- which includes bookkeeping materials, using, possessing or being under the influence of any counterfeit controlled substance or synthetic drug (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).

Rule 55: Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.

Rule 56: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, (including E-Cigarettes), objects, papers, pipes, containers, etc.

Rule 57: Buying, selling, transferring, using, possessing or being under the influence



of any alcoholic beverage or intoxicant of any kind.

Rule 58: Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.

Rule 59: Turning in false fire, tornado, bomb, disaster or other alarms.

Rule 60: Making a threat (bomb, written, verbal, or through a social media posting) to a school building or any premises at which a school activity is occurring at the time of the threat.

Rule 61: Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).

Rule 62: Carrying concealed weapons.

Rule 63: Unlawful activities including, but not limited to: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, felonious sexual penetration.

## **Guidelines For Correcting Student Conduct**

### **A. Denial of School Privileges**

Students at any grade level may be denied school privileges by the principal or his/her designee. Such privileges may include, but are not limited to, the following: eating with friends in the cafeteria, movement in classroom normally permitted to students who exhibit good citizenship, moving freely in non-classroom areas of the school, attending school assemblies and co-curricular/extracurricular events, etc. Special educational events may also be denied if this misconduct relates to the event.

### **B. School Detention**

Any student in grades 9-12 may be kept either before or after school, at the discretion of teachers and with approval of the principal or designee, for classroom or school misconduct. Students shall be given one-day advance notice by detaining teacher/administrator and are responsible for informing their parent(s)/ guardian(s). Students who ride the school bus to and from school are subject to the same detention guidelines as those students who walk, drive or otherwise commute to school. It is the parent/guardian/custodian's responsibility to provide transportation for before-school or after-school detention.

### **C. Probationary Status**

Any student in grades 9-12 may be placed by the principal on probationary status through the end of a current marking period for repeated misconduct. Such a student may be required to follow an individualized behavior plan or contract. The parent/guardian/custodian shall be notified in writing when a student is placed on probation, and they should be informed of the cause(s) and conditions of the probation.

#### **D. After-School Academic Intervention**

Any student in grades 9-12 may be kept after school, as a mandatory intervention, for not completing class and homework assignments. Students shall be given a one-day advance notice by the assigning teacher/administrator and are responsible for informing their parent(s)/guardian(s). Students who ride the bus to and from school are subject to the same intervention guidelines as those students who walk, drive, or otherwise commute to school. It is the parent/guardian/ custodian's responsibility to provide transportation for after-school academic intervention. Failure to show for an assigned intervention will result in a Saturday School.

#### **E. Loss of 7th Bell Early Dismissal/ 1st Bell Late Arrival**

Early Dismissal and Late Arrival are a privilege at MHS. A completed application form must be on file in the Guidance Office with appropriate signatures.

##### **Requirements for Early Dismissal and Late Arrival**

1. Students must be classified as a junior or senior with no credit deficiencies.
2. Students must be passing all subjects and have no more than one "D"
3. Students must obtain a copy of their transcripts (from the guidance office) and attach to application.

##### **Rules and Guidelines for Revoking Early Dismissal Privileges**

1. All early dismissal students must leave school property 5 minutes after their last class. Students who need to return to school for extracurricular activities must wait until the school day is over to enter the school building.
2. Students who are granted early dismissal or late arrival are expected to arrive at school on time. Students who receive more than four (4) unexcused tardies per semester (9 weeks) will have their early dismissal or late arrival privileges revoked for the remaining portion of the semester.
3. Students who receive 2 grades of D or one F on their 4 week interim grade report, their 9 week report card or their final semester grade will have early dismissal or late arrival privileges revoked. These students will be automatically placed in a 1st or 7th bell study hall for a minimum of a four week period. Failure to show up for study hall will be treated as skipping a class (truancy).
4. End of the year reports will be reviewed for early dismissal and late arrival privileges for the next school year.
5. Students with extenuating circumstances may appeal decisions by making an appointment with the appropriate Assistant Principal.
6. Administrators reserve the right to grant or deny permission to participate in this program.

#### **F. In-School Discipline**

Upon decision by the building principal/designee, a student may be removed from

classes and school activities and assigned to ISD within the school building for not more than ten (10) consecutive days. No later than the first day of such assignment to ISD, the principal via phone call shall notify the parent/guardian/custodian.

### **G. Community Service**

Upon decision by the building principal/designee, a student may be required to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

1. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
2. Community service shall be performed at the place and time designated by the Superintendent.
3. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent.
4. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent/Designee to show cause why the suspension/ expulsion should not be imposed.

### **H. Saturday School**

A student may be required by a principal to attend a Saturday School. There are two types of Saturday schools. A Level One Saturday school starts at 8 a.m. and ends at 9:30 a.m. A Level Two Saturday school starts at 8 a.m. and ends at 11 a.m. Students are to report to the front lobby at 7:55 a.m. Anyone arriving after 8 a.m. will not be allowed in and are subject to further disciplinary action.

### **I. Out-of-School Suspension**

A principal or the Superintendent or their administrative designee may suspend a student out-of-school, and from all school activities, for a period not to exceed ten (10) consecutive days. Prior to such suspension taking effect, written notice must be given to the student and an opportunity for an informal hearing provided. A reasonable effort shall be made to notify the parent/guardian/custodian by phone of the suspension. After suspension of a student by the principal (or the superintendent), a written notice will be sent to the parent/guardian/custodian.

During such time that a student is suspended out of school, he/she is not allowed on school property, but may receive credit for daily school work, quizzes, tests,

exams, etc., to be assigned and turned in during the same time. Any school work assigned prior to the days of suspension can be turned in for grades and credit; provided the completed assignment is turned in to the teacher by the student's parent/guardian/custodian by the date the assignment is due. Any work assigned during the days suspended and due after the student's return to school can be turned in for grades and credit if it is turned in to the teacher on time. In the event school is closed due to an emergency, the suspension will be extended the same number of days that school is closed.

#### **J. Emergency Removal**

A student may be removed from school by the principal, on an emergency basis, in circumstances where the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, either within the classroom or elsewhere on school premises. The teacher has the authority to remove a student from the curricular or extracurricular activities under his/her supervision.

If removal was at the direction of a teacher, as soon as practical after the removal, the teacher must submit to the principal a written statement of reason(s) for removal. A student can be removed for less than a 24-hour period without notice or hearing. If suspension or expulsion is contemplated, notice and opportunity for a hearing must be provided within 72-hours after such emergency removal.

During such time that a student is on an emergency removal from school, he/she will receive credit for any daily school work, quizzes, tests, exams, etc., to be assigned and turned in during the same time. Any school work assigned prior to the days of emergency removal can be turned in for grades and credit; provided the completed assignment is turned in to the teacher by the student's parent/guardian/custodian by the date the assignment is due. Any work assigned during the days of emergency removal and due after the student's return to school can be turned in for grades and credit if it is turned in to the teacher on time.

#### **K. Expulsion**

A student may be removed from attendance at school and from all school activities for a period in excess of ten days. Principals may recommend expulsion to the superintendent/designee, who will act upon such recommendation only after written notice of intent to consider expulsion has been sent to the student and parent/guardian/custodian, and an opportunity provided for the student and parent/guardian/custodian to appear before the superintendent/designee to challenge the reason(s) for expulsion. After the expulsion hearing, a written notice of the results/decision reached will be sent to the parent/guardian/custodian.

A student 16 years of age or older who is either convicted in criminal court or adjudicated as delinquent by a juvenile court of a violation of Sections 2923.111, 2923.12, 2925.03, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12,

2907.02, 2907.05, or 2905.12 of the Ohio Revised Code may be permanently excluded from any school in the state of Ohio by the State Superintendent of Instruction. Complicity in any of the above acts may also result in permanent exclusion.

During such time that a student is expelled from school, he/she is not allowed on school property and will receive no credit for any daily school work, quizzes, tests, exams, etc., to be assigned and turned in during the same time. Any school work assigned prior to the days of expulsion can be turned in for grades and credit; provided the completed assignment is turned in to the teacher by the student's parent/guardian/custodian by the date the assignment is due. Any work assigned during the days of expulsion and due after the student's return to school can be turned in for grades and credit if it is turned in to the teacher on time. In the event school is closed due to an emergency, the suspension will be extended the same number of days that school is closed.

#### **L. Warren County Juvenile Court**

Any violation of the Student Code of Conduct, which is also a violation of the laws of the State of Ohio or the City of Mason, such as attendance infractions, may also, In the event school is closed due to an emergency, the suspension will be extended the same number of days that school is closed. be referred to the Warren County Juvenile Court for appropriate action.

### **Network/Internet Access Agreement for Students**

The Mason City Schools computer network, often simply referred to as the network, is a collection of hardware components and computers interconnected by communication channels that allow sharing of resources and information. The MCS network can be accessed through wired or wireless communication media via authenticated equipment or through guest access. The Mason City School District is pleased to offer Internet/Network access and the use of the District computers. Access to the Internet will enable students to explore thousands of libraries, databases and other web sites throughout the world. Persons are warned that some material accessible via the Network or the Internet might contain items that are inaccurate, inappropriate or potentially offensive to some persons. While the District's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for conveying the standards that their children should follow when using media and information sources and upholding the published standards of the District. The purpose of the Network and Internet Access Agreement is to provide Network (electronic mail and electronic bulletin board service) and Internet access for educational purposes. As such, this access will assist in the collaboration and exchange of information, facilitate personal growth in the use of technology and enhance information gathering and communication

skills. The intent of this Agreement is to ensure that students will comply with all Network and Internet access acceptable use regulations approved by the District and in accordance with the Student Code of Conduct.

Upon reviewing, signing and returning this Agreement, each student will receive Internet, Network, student provided email and online service privileges with the District. If the student is under 18 years of age, the student must have his/her parent(s) or guardian(s) read and sign the Agreement as well. The District will not provide any computer access to any student who has not returned an appropriately signed Internet/Network Access Agreement signed by the parent, student, or both (depending upon the grade level of the student). Any questions regarding this Agreement or Internet/Network student provided email and online services acceptable use policy should be directed to the Superintendent or Designee.

Following are the provisions of this Agreement regarding computer Internet and Network access. Network resources include any and all student provided email and online services. If any user violates the terms and/or provisions of this Agreement, the person's access will be denied and the person may be subject to further disciplinary action in accordance with the Student Code of Conduct and/or Board policies. In exchange for the use of the Network resources and access to the Internet either at school or away from school, I understand and agree to all of the following:

1. Use of the Network and the Internet is a privilege which may be revoked by the District at any time. Any misuse of this privilege will result in suspension of the account privileges and/or other disciplinary action as determined by the District. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator. Misuse shall include, but not be limited to, the following:
  - A. Altering of system software
  - B. Using of obscene language or language intended to harass or bully other users
  - C. Placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages
  - D. Intentionally seeking information on, obtaining copies of, or modifying files or other data or passwords belonging to other users
  - E. Misrepresenting other users on the Network
  - F. Disrupting the operation of the Network through abuse of the hardware or software
  - G. Utilizing the Network maliciously through hate mail, harassment, profanity, vulgar statements or discriminatory remarks
  - H. Interfering with other use of the Network
  - I. Using the Network extensively for non-educational-related communication

- J. Illegally installing copyrighted software
  - K. Unauthorized downloading or use of licensed or copyrighted software
  - L. Allowing anyone to use an account other than the account holder
  - M. Intentionally damaging computer systems
  - N. Using another's password
  - O. Trespassing in another's folder, work or files which may be in violation of conditions dealing with students' and employees' rights to privacy
  - P. Reposting (forwarding) confidential communication without the author's prior consent
  - Q. Using the Network for financial gain, for commercial activity or for any illegal activity
  - R. Using the Network/Internet in an inappropriate manner not consistent with valid educational goals
  - S. Using the Network in furtherance of or violation of the Student Code of Conduct
  - T. Copying commercial software and/or other material in violation of copyright law
  - U. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access
  - V. Revealing your personal home address or phone number or those of other students and colleagues
  - W. Forwarding of "chain" email
  - X. Using the system to encourage the use of drugs, alcohol or tobacco or promoting unethical practices or any activity prohibited by law or Board policy
2. The District reserves all rights to any materials stored in files which are accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable. Students will not use their District computer accounts/access to obtain, view, download or otherwise gain access to such materials.
  3. All information, services and features contained on District or Network resources are intended for the use of its registered users and use of these resources for commercial, for profit or other unauthorized purposes (i.e., advertisements, political lobbying), in any form, is expressly prohibited.
  4. The District and/or Network resources are intended for the exclusive use of the registered users. The user is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
  5. The District does not warrant that functions of the system will meet any specific

requirements the user may have, or that it will be error-free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental or consequential damages (including loss of data, information or time) sustained in connection with the use, operation or inability to use the system.

6. The student may not transfer software from information services and electronic bulletin boards without the express written permission of the Superintendent or Designee. Without such permission, the student will be liable to pay the cost or fee of any file, shareware or software transferred, whether intentional or accidental.
7. In addition, the student will be liable to pay the cost of any repairs and/or additional programming required as a result of transferring software from information services and electronic bulletin boards without the express written permission of the Superintendent or Designee.
8. Network and Internet access is provided as a tool for educational purposes. The District reserves the right to monitor, inspect, copy, review and store at any time, without prior notice, any and all files on and usage of the student provided email and online services, computer Network and Internet access and any and all information or files stored, transmitted or received in connection with such usage. All information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.
9. The District makes no warranties of any kind, either express or implied, in connection with this provision of access to and use of its computer Network/Internet under this Agreement. The District shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of the District's computer Network/Internet under this Agreement. By signing this Agreement, users and/or their parent(s) or guardian(s) are taking full responsibility for usage and are agreeing to indemnify and hold the District, the data acquisition site and all administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to the computer Network/Internet, including, but not limited to, any fees or charges incurred through the purchase of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the District in the event the District initiates an investigation of a user's use of his/her access to the computer Network and the Internet, whether that use is on a school computer or a computer outside the District Network.
10. Users may be asked from time to time to provide new or additional registration and account information, which shall be provided by the user if he/she wishes to continue to receive access services. If after you have provided your account information, some or all of the information changes, you are required to notify the Superintendent or Designee of these changes.
11. Mason City Schools, utilizing the services of our internet service provider – South West Ohio Computer Association, has implemented technology blocking



measures to prevent students from accessing inappropriate material “harmful to minors” on school computers. Monitoring devices are also available which maintain a running log of Internet activity and which sites a particular user has visited. “Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

- a. Taken as a whole and with respect to minors’ appeals to a prurient interest in nudity, sex or excretion.
- b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or
- c. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
- d. Student will immediately report questionable websites to a staff member.

## 12.No Privacy Guarantee

Mason City School District Administrators and Teachers have the right to access Mason City School District provided student email and other web tools including, but not limited to, information stored online, in the Network or in student provided email and online services; on the current user screen; or in electronic mail. They may review files and communications to maintain system integrity and insure that students are using the system responsibly. Students/Parents should not expect files and other information stored on the Mason City School District provided email and web tools to be private.

## 13.Use of District Web Tools

Online communication is critical to our students’ learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

## **Student-Owned Devices**

Students will use electronic devices for educational purposes only.

- a. Students will bring their device to school fully charged and will bring a power cord.
- b. Students will personalize their device in school appropriate ways (labels, screensavers, backgrounds, skins, etc.).
- c. Students will mute the sound of their device at all times unless their teacher gives permission otherwise.

Students will be responsible for the safety and security of their personally-owned device.

- a. Students will carefully transport their device in a sleeve or case that conforms to

the size of the device.

- b. Students will keep their device with them, locked in their locker or in a locked room and take their device home every day.
- c. Students are responsible for safety and security of their data and device.
- d. Students will keep their passwords private.
- e. Students will back-up their files.
- f. Students will troubleshoot, repair and download software to their own device. Students will install virus-protection software.
- g. Students will only access the internet through the Mason Guest wireless access provided.
- h. Students may not physically connect their device to the Mason City Schools Network or to school-owned computers.

## Study Hall

1. Students must bring their assignment planner.
2. Students must be in their assigned seats and working on something constructive.
3. Student restroom use is limited to the restrooms closest to the study hall.
4. Students may not play cards or engage in any recreational activity during study hall.
5. Students may not study together in study hall unless they have a note from a teacher or permission from the study hall monitor.
6. No eating or drinking in study hall.
7. No sleeping in study hall.
8. All other rules that are established by the study hall monitor are applicable.

## Parking Regulations

Students who drive to school are expected to purchase a parking permit. Parking passes are sold throughout the year requiring a valid driver's license at time of purchase. Applications are available on the high school website and in Room A14. School fees must be paid prior to purchasing a permit. The parking rate for the school year will be as follows:

Permits purchased in the first semester (entire school year)	\$50.00
Permits purchased in the second semester	\$25.00

**Student Parking:** The student code of conduct applies to the parking lot areas.

Students found parking without a permit, in an unassigned area/spot, or failing to display their permit are subject to disciplinary action. (Note: This includes the Mason Middle School and Mason Intermediate School parking lots).

**Improper Vehicle Operation:** Students operating their vehicles in an unsafe manner will have their parking privileges suspended or revoked and be subject to the

appropriate traffic citation.

Note: There are no refunds for parking once the pass has been purchased (this includes early graduates.) Parking passes are nontransferable; registration is student specific and passes may not be given or sold to another student.

## **Hazing and Bullying**

### **(Harassment, Intimidation and Dating Violence)**

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

#### **School Personnel Responsibilities and Complaint Procedures**

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and

- D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
- E. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the action intervention s taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **Teachers and Other School Staff**

Teachers and other school staff, who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying, and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/ designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint which is forwarded to the building principal/designee no later than the next school day.

### **Complaints**

#### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, and bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

#### **2. Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives

the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

### 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

### 4. False Complaints

Students are prohibited from knowingly making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

## **Intervention Strategies**

### 1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

## **Administrator Responsibilities**

### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is

appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### B. Non-disciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

#### C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

#### Report to the Custodial Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

#### Reports to the Victim and his/her Custodial Parent or Guardian

If after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

All court orders regarding reporting will be followed.

#### Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

## **Bus Transportation**

Any discipline problem on a bus will be directed to an Assistant Principal. All rules and regulations that apply in and around school also apply to transportation to and from school and at bus stops. For many infractions committed on a bus or at a bus stop, suspension or permanent loss of bus privileges will be substituted as consequences.

Temporary bus passes or permanent year-long bus passes can be issued in the administrative office, A71. However, temporary bus passes will only be issued in the event of an emergency.

## **Cafeteria Procedures**

Mason High School offers an opportunity for students to have breakfast, lunch and after school snacks. The Snack Shop operates from 6:45 AM to 7:10 AM for breakfast and from 2:15 PM to 2:45 PM after school. The Mason City Schools Child Nutrition Program is governed by the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Life Threatening Food Allergies (LTA), food allergies, dietary restrictions or account restrictions can be posted on your student's meal account. Requests can be submitted to the Child Nutrition Office on the [Meal Account & Food Allergy Management Form](#) located on the district website under Child Nutrition. Menus are emailed at the beginning of each month. Information on the Child Nutrition program, including nutritional and ingredient information and what makes a meal, may be found at [www.MasonOhioSchools.com](http://www.MasonOhioSchools.com) on the [Child Nutrition page](#). Lunch menus may be viewed on the [Lunch Menu page](#).

Mason City Schools has a computerized point-of-sale system that makes purchasing and paying for cafeteria items easy. Each student will have his/her own personal meal account, complete with a Personal Identification Number (PIN) which is his/her student ID number. Once accessed, charges will be automatically withdrawn from the school meal account. In order to keep the checkout lines moving, there are two checkout lines dedicated to sales that do not require cash or check known as "cashless lines".

Money can be deposited into the account at any time in five ways:

1. Visit [MyPaymentsPlus.com](http://MyPaymentsPlus.com) and pay online with your MasterCard, or Visa (Convenience Fee applies). Choices also include setting up auto-replenish or auto-pay and/or receiving low balance reminders.
2. Utilize the MyPaymentsPlus app available for download in the [Apple iTunes store](#) for the Apple iPhone and iPad or utilize the Android app for MyPaymentsPlus, which can be downloaded for free from the [Google Play Store](#)
3. Call 513-229-FOOD (229-3663) to make a payment with your MasterCard or Visa using the Lunch Phone System (Convenience Fee applies). Allow a minimum of 24 hours for payment to be processed.
4. Mail a check to MCS Child Nutrition, 211 North East Street, Mason, OH 45040
5. Cash or check may be given to the Child Nutrition Worker in the cafeteria.

There is a no charging policy in the cafeteria. A low balance email is sent each night for those students who use their meal account and the balance drops below \$10.00. The Child Nutrition Office may be contacted with any questions at 513-336-6526.

## **Drug, Alcohol & Tobacco Philosophy Statement**

The Mason City School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The District is concerned about the health of its students.

The Mason City School District is concerned about the disruption of all students' learning environment if exposed to alcohol and other drug-related behaviors.



Students adversely affected by alcohol and other drugs in school increase the likelihood that the safety and well-being of other students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The Mason City School Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use is a community problem requiring a community solution. Since the Mason City Schools are an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The District also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the Board has tried to maintain a balance between compassion and aid to students suffering from alcohol and other drug use and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The Board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and should not be expected to perform the duties of police or diagnosticians. Additionally it is important to recognize that the Mason City School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead our goals are education/prevention, intervention/ referral, and support/guidance.

### **Education/Prevention**

The district will take a comprehensive, progressive, age-appropriate approach in the development of curricular programs, which promote positive life skill development, and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals and objectives for prevention/education development will be based on information provided through our local advisory board, the Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

### **Drug and Alcohol Policy**

A student shall not transfer, sell, or attempt to sell or deliver narcotics, drugs or alcohol while on school grounds or attending any school-related functions. If this does occur, the penalty will be an immediate ten (10) days out-of-school suspension with a recommendation for expulsion. Also, a student shall not use at school or attend a school function under the influence of narcotics, drugs, or alcohol. If this does occur, the penalty will be an immediate ten (10) days out-of-school suspension with a recommendation for expulsion. In cases involving usage or attendance under the influence, the student may be reinstated after serving the ten (10) days of suspension if evidence is submitted to the principal or his designee that contact has

been made with a school-approved drug/alcohol program within that suspension period. Information may be obtained about any drug and alcohol counseling, rehabilitation and reentry program through the guidance office. **The student must complete all of the requirements of the drug/alcohol program in order to be reinstated.** If the student does not complete the requirements of the program, there will be a recommendation for expulsion.

It will be possible for a student to use the program **one time only** as a means to avoid expulsion. If the student once again possesses uses, conceals or is under the influence of narcotics, drugs or alcohol, he/she will be suspended out-of-school for ten (10) days and with a recommendation for expulsion.

This penalty also applies to possession, use, transferring, (giving and/or taking), concealing, selling, attempting to sell, or delivering a non-controlled substance which is represented to be a controlled substance or is unpackaged in a manner normally used for illegal delivery of a controlled substance while on school grounds or attending any school-related function.

### **Student and Parent Notification**

At the beginning of each school year, the student code of conduct is reviewed with every student as part of the orientation process.

### **Inpatient Treatment**

A student who is absent from school in the Mason School District because of hospitalization at a treatment center will be treated the same way as any student who requires hospitalization. Hospitalization automatically provides an extension of days absent for the student and credit will not be withheld on that basis, although credits will have to be reinstated by working properly through the appeal process of the attendance committee. Dependent upon the length of treatment, when the student returns to school he/she will resume previously scheduled classes. It would follow that if treatment extends into the new semester, the new schedule will be followed. If a student has received an "incomplete" during the time of treatment, extended time will be given in order for the student to make up the work. The time frame for make-up work should not exceed four weeks.

If the student had not maintained a passing average in a course prior to treatment, advice of the counselor should be sought to determine other alternatives. A class/course drop may be necessary to free sometime within the student's schedule to lessen pressure and/or for participation in a support group. It is advisable that year-long credit courses be maintained for possible credit. Guidance counselors should alert the teachers of the returning student to provide good communication and a unified approach in dealing with make-up work. The intent of the attendance office is to best help the student who after treatment returns to school and help him/her maintain his/her sobriety. In addition, the Board hopes to give the student support and encouragement to continue in his/her studies.

## **School Investigations Related to Tobacco/Drugs**

The possession, use, distribution, or sale of narcotics, hallucinogens, alcoholic beverages and other drugs, controlled substances, and/or instruments used to administer drugs shall not be permitted in the Mason Schools.

School officials have the right and the responsibility to conduct investigations involving alleged violations of the Student Code of Conduct.

Such investigations are to be conducted for the purpose of maintaining an orderly school operation, protecting the health and safety of students and staff and for determining the presence of prohibited materials and/or articles. School officials shall have access to all student lockers and temporary storage areas provided by the school and utilized by students when, in the judgment of these officials, there is reasonable cause for a search. Such a search may be conducted without the student's permission.

If a school official believes that a student has on his/her person a weapon or substance that is dangerous to persons or property, then the official has the right and duty to conduct an immediate search and seizure. But if the suspicion is that the person is merely concealing evidence, the case should be turned over to the police to obtain a warrant and conduct the search.

Students will be released to the police when they possess a warrant for the student's arrest. School officials will attempt to notify the parents of the arrest. If police officials desire to remove a student from school without arresting him/her, they must have the student's permission if he/she is 18 years of age or older; or they must have permission from the student's parents if he/she is younger than 18 years of age.

Any disciplinary action leading to suspension, expulsion or removal must follow the due process procedures as outlined in the Student Code of Conduct and the policy on suspension, expulsion, or removal.

Consideration will be given to readmitting a student when he/she has documented evidence of being involved in a long-term rehabilitation program with active parental involvement. The reconsideration request must be submitted in writing to the principal by the student and parent. The request will be reviewed by the principal and the guidance counselor. If all agree with the request, a favorable recommendation will be made to the Superintendent. If there is disagreement, the request will be forwarded to the Superintendent for action but with no recommendation.

## **Policy Regarding Writing, Editing, Publishing, and Distribution of Publications by Students**

Any student publication or written material that is to be distributed shall not be obscene, libelous, inflammatory, and/or seditious. Material judged by school administration to contain any of the above may be prohibited.

Individuals wishing to submit publications for school distribution or publication must

follow the written guidelines and timetable below to comply with school policy.

- A. All publications to be distributed on school property shall be reviewed by the principal or his/her designee prior to distribution. Before the review, a face-to-face discussion of the publication between the administration and the publisher shall take place at an agreeable time.
- B. Administrative review of the publication shall be completed within 48 hours of the time of submission. A decision and retrieval of the document shall be made at that time.
- C. Final appeal can be made through the Superintendent of Schools.
- D. Commercial advertisements in any school publications are subject to the same regulations and review by the administration.

## **Student Attendance Accounting (Missing and Absent Children)**

The Mason Board of Education believes in the importance of trying to decrease the number of missing children and, therefore, will make every reasonable effort to identify possible missing children and notify the proper people and/or agencies. A pupil, at the time of entry to school, shall present a copy of his/her birth certificate and copies of school records from the school most recently attended. If such documents are not presented, the principal shall admit the student and contact the sending school within 24 hours, asking for the student's official records. Records must be received within 14 calendar days of the student's admission to school. If the sending school indicates no record of the student or no records are received within the 14-day period, the principal shall notify the police of the possibility that the student may be a missing child.

A parent or guardian must notify the school on the day a student is absent, unless previous notification has been given. Such notification must occur no later than 10 a.m. If the school is not notified concerning the absence of a student, the principal or his/her designee shall notify the student's parent or guardian by phone or written notice mailed on the same day that the student is absent.

The "Emergency Medical Authorization Form" will serve as the official record of the name and telephone number where the parent, custodial parent, guardian, legal guardian or other person having care of a student can be reached during the day.

Any contract with a school photographer must include the stipulation that the photographer will provide, as part of the contract, a photo of each student to the school.

## **ATTENDANCE INFORMATION**

### **Reporting and Monitoring Student Absences**

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

- The parent should phone the school within two (2) hours from the start of school on the day of the absence. (513.336.7368)
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below, is sufficient to excuse the child's absence. Written documentation from the parent/guardian/non-doctor's note may be in the form of an e-mail or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.

**After the student's ninth (9th) parent phone call, upon the student's return to school, the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absence. If within two (2) school days after returning to school following an absence, medical documentation has not been received, the absence will be "unexcused."**

- The parent (not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student's absence.

## **Excused Absences**

- Personal illness or injury.
- Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant.
- Physicians may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Military Excused: Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the nine (9) day rule).
- Appointments for court.

- Pre-approved absences approved in advance by the principal.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the nine (9) parent/guardian notes or a physician et al. excuse.
- Emergencies and other reasons deemed good and sufficient by the principal.

## **Unexcused Absences and Tardies**

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student’s or parent’s) failed to work.
- “My mom didn’t get me up.”
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- “Helping at home” or “Was needed at home.”
- “I had a game last night.”
- Senior pictures/portraits.

## **Documentation of Absence/Tardy**

Generally, nine (9) absences from school per school year or five (5) tardies to school per school year for the reasons identified as “Excused Absences” may be documented by a parent/guardian phone call. Medical notes shall not count against the nine (9) parent/guardian phone calls for absences or five (5) parent/guardian phone calls for tardies. Absences in excess of nine (9) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child’s treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to an unusual circumstance.

## **Chronic Illness Waiver**

Beyond a student’s initial nine (9) absences, additional absences for a chronic medical condition may be approved in advance by the child’s physician, nurse practitioner, or physician assistant without the need for the child to be seen by the

physician et al. Parents/guardians shall obtain this Waiver from the school Health Services office. Upon completion of both the parent and physician sections of the Waiver, the document must be returned to the Health Services office for final submission. The Waiver is valid for a maximum of ten days additional absence. Any subsequent renewals must be approved by the Superintendent or his/her designee.

### **Tardy to School**

Five (5) unexcused tardies = one day unexcused absence. Tardy to classes is handled on an in school basis and is not included in the 5 unexcused tardies = 1 unexcused absence provision.

### **Make-Up Work**

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

### **Perfect Attendance**

Students achieving perfect attendance will be recognized for their success. Perfect attendance is defined as a student having no tardies, absences or early dismissal.

### **Truancy Defined**

Truancy is defined by Ohio Revised Code, Section 2151.011(B)(17), as “any absence that is not excused.”

### **Consequences of Truancy**

- 2 Unexcused Absences: Formal notification letter sent to parent/student.
- 5 Unexcused Absences: Truancy intervention group meeting @ the district.
- 9 Unexcused Absences: Truancy intervention meeting for 5-day meeting “no-shows.”
- Final Court Warning. Verbalized or sent to parent who missed both 5/9-day meetings.

### **Truancy Charges Filed in Court**

A parent or guardian may be held responsible for a child’s truancy. Truancy is defined by Ohio Revised Code.

#### ***Chronic Truancy (Delinquency)***

- 7 consecutive unexcused absences.
- 10 unexcused absences in four (4) weeks.
- 15 unexcused absences in a school year.

#### ***Habitual Truancy***

30 or more consecutive hours

42 or more hours in a month

72 or more hours in a year

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy (and parents/guardians who have pled or been found guilty of a “contributing” charge) may be ordered by the Juvenile Court to accumulate no further unexcused absences or tardies. A Violation of Court Order or Community Control Violation may be filed against the student/parent/guardian for future unexcused absences or tardies. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED or attain 21 years of age.

## **Non-Attending 18-Year Olds**

When students have 5 consecutive unexcused absences:

- Students and parents will receive a letter warning student will be withdrawn from school when student has 15 consecutive unexcused absences.

At 15 unexcused consecutive absences, the student will be withdrawn from school. A letter will be sent to the student and the parent stating the student is withdrawn from school

- Student will be withdrawn using code 73 (over 18 years of age).

Student may re-enroll in the district when committed to continuing their education.

## **Delays and Closings**

It is important that parents plan ahead for how your family will proceed if there is a school delay or cancellation, or an emergency closing after children have arrived at school. Your children will adjust to the immediate situation better if you have reviewed your plans ahead of time.

Below are the District’s cancellation and delay guidelines.

### **1 hour delay**

**All schools are delayed one hour.**

- If delay occurs on a MHS Primetime day, MHS continues with an early release.

### **2 hour delay**

**All schools are delayed two hours.**

- Homework Club operates as usual.
- If delay occurs on a MHS Primetime day, Primetime (early release) is canceled.

### **Early Release**

**All schools release students early.**

- In general, after-school activities are canceled.
- In general, non-school sponsored events are canceled.



## **School Cancellations**

### **All schools closed.**

- After-school activities are canceled.
- MHS Sports practices will not be held before noon. Coaches will contact student-athletes if practices or contests are to be held.
- In general, non-school-sponsored events are canceled.

## **Inclement Weather Communication General Guidelines**

As soon as a decision is made to delay or close school, a message is immediately posted on our website at [www.masonohioschools.com](http://www.masonohioschools.com), local radio and television stations are notified, and the district (or your school) will call designated telephone numbers relaying the latest information using our emergency phone call system.

During inclement weather, please visit [www.masonohioschools.com](http://www.masonohioschools.com) for the most up-to-date information. Mason City Schools' website is always updated *before* a call is made to media outlets, or to parents and staff. Below are some general guidelines Mason City Schools attempt to follow when using the emergency phone call system during inclement weather.

### **Before Midnight**

When possible, we will attempt to make the decision to delay school by 10:00 pm, and will use the School Messenger system to call you by 10:30 pm. *Calls may take up to two hours to be delivered.*

### **After Midnight**

If we need to make the decision to delay or cancel school after 12:00 am, we will use the SchoolMessenger system to call you no earlier than 5:00 am. *Calls may take up to two hours to be delivered.* There is a Mason County School district in Kentucky. If listening to the radio or television during inclement weather conditions, do not confuse Mason County with Mason City Schools' announcements. Our district is always announced as MASON CITY SCHOOLS.

District offices remain open when school is cancelled or released early. District administrators, school principals, and central office staff will report to work when conditions are safe for them to do so. School building offices will not be open during regular hours.

## **Attendance on Days of Co-Curricular Events**

In order to be eligible to participate in a co-curricular event or practice, a student must be at school the entire day of the event or practice. *Exceptions to the rule are only for doctor and dentist appointments (REQUIRING one day advance notice), or at the discretion of the Assistant Principal who oversees attendance.*

*Documentation of the doctor or dentist appointment needs to be submitted to the attendance office the day after the absence. An entire day of school consists of attending all scheduled classes.*

## **Appeals Process**

1. Student or parent(s) must notify the attendance Administrative Assistant in writing of their decision to appeal by the designated due date. Requests will be forwarded to an appeals committee, who will schedule a hearing for parents and student on the second violation of the policy.
2. Students are permitted to bring counsel to the hearing.
3. Students and parents should furnish documentation by a doctor of any illness that contributed to the absences of the student.
4. All decisions of the committee will be final.

## **Second Semester Attendance Violations**

Students who violate the attendance policy during second semester will not have the opportunity to be placed on an attendance contract/contingency. Their individual situation and documentation will be reviewed by the attendance appeals committee.

## **Pre-Approved Absences of 3 Days or More**

Absences from school have a negative impact on student achievement and learning. We ask parents to consider the disruption of the learning process that takes place when students are absent from school for extended time and the implications of interrupting their child's education before scheduling absences during times when school is in session.

A letter notifying the attendance office of an absence of three (3) days or more should be submitted at least five (5) days in advance of the planned absence. Any days missed will count as excused absences and contribute to the **total count** as **part** of the Attendance Policy (see *Attendance Policy Regarding Course Credit*).

1. Students will not be excused unless they are accompanied by their parents. This rule does not change when a student becomes 18 years of age.
2. Students requesting permission for pre-approved absences must ask their teachers to complete the Pre-Approved Absence Homework Request Form. The student should then submit that form to the principal's office before the first day of scheduled absence. Any work given by teachers prior to the absence must be submitted the day of return from absence.
3. The Board excuses students from school, provided that prior arrangements are made with the teachers of the student(s) to complete work covered during the period of absence, and provided that the student's work is passing and complete to that point in time. When the school is notified in advance of such an absence, reasonable efforts will be made to prepare a general list of assignments for the student to do while he/she is absent. At the same time, the responsibility for such

absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If your child is going to be away from school for three weeks or more, you will need to withdraw your child from school. You may re-enroll upon your child's return.

4. If an absence of 3 days or more is not properly approved, the absences will be unexcused.

### **Absences on Exam Days**

When a student is absent on the day of an exam, a note from a doctor will be required to allow the student to make up the exam.

### **Emergency Early Dismissals**

The following procedures and rules must be followed. Failure to do so will result in an appropriate consequence outlined in the Guidelines to Correct Student Conduct.

1. A note from the student's parent must be presented to, and approved by, the Attendance Office, by the end of first period.
2. Early dismissals should be kept to a minimum. Doctor's appointments, dentist appointments, etc., should be scheduled after school whenever possible.
3. Requests to attend extracurricular events as a spectator will be denied unless cleared a day in advance with the attendance Administrative Assistant.
4. Students who leave for an early dismissal must sign out at the attendance office before leaving school property. If the student returns to school that day, he/she must sign in at the attendance office.

### **Tardy to School**

#### **Consequences for Violating Tardy to School Policy:**

After the 3rd Tardy a referral will be written, student will meet with an administrator with a consequence to be given. Each subsequent Tardy will result in a referral being written and a meeting with an administrator. Tardies will reset every quarter (9 weeks).

**NOTE:** Repeated violations of the Tardy to School Policy may also result in the suspension of a student's parking pass.

#### **MAKE-UP WORK**

Students are reminded that absence(s) due to suspension from school may result in loss of academic credit during the suspension. Please see the section on out-of-school suspension.

**MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT.** Students are to contact teachers; teachers are not responsible for contacting students.

### **Minor Marriages**

All children of compulsory school age, married or single are subject to compulsory

school attendance unless exempted or excused from attendance by one or more state statutes.

## **Eighteen-Year-Old Students**

Students who are eighteen years and older will follow the same rules and procedures as all other students. Any exception to this rule must be cleared through the principal or assistant principal. Only emancipated eighteen-year-olds will be allowed to sign for absences and early dismissals. An emancipated eighteen-year-old is an eighteen-year-old not under any parental care or supervision.

## **Learning Commons**

The Learning Commons is a learner driven space for collaboration, research, and presentations for both students and educators. It is an adaptable space that is centrally located on the 1st floor in room B125 and is open Monday-Thursday 6:30am -4:00pm and until 3:00pm on Friday. It is also a growing, virtual space that is accessible 24/7, 365 days a year. **Students who wish to use the media center before, during, or after school will be required to have their ID cards scanned when entering and leaving the media center.**

If a student has lost his or her ID card or is new to the school, please see Z228 for an ID. Replacement, temporary ID's cost \$1.00 and replacement ID's cost \$5.00. No temporary ID's will be issued beginning 2nd semester. Students without an ID during the second semester will be charged \$5.00. **NO ID'S WILL BE PRINTED DURING PRIME TIME.**

**Students wishing to use the Virtual Learning Commons need only a computer with internet access and their school network login information.**

### **Circulation of Print Materials**

1. Students must use their **student ID cards** to check out media center materials. Students will need to see the Administrative Assistant to the Student Activities Director if they have lost their ID cards or are yet to be issued one. ID cards from previous years may be used. Until new cards are issued, returning students must use their cards from the previous school year.
2. Students may check out up to four items at one time:
  - a. Books/eBooks are circulated for three weeks.
    - i. Print books may be renewed up to four times, if there is not a hold on the book or outstanding fines on the account.
    - ii. Overdue fines are charged at 10 cents a day. Since an eBook is automatically returned to circulation there are no overdue fines.
  - b. Audio books and Audio eBooks are circulated for seven days.
    - i. May be renewed.
    - ii. Overdue fines are charged at 25 cents a day.
  - c. Magazines are circulated for two days.

- i. May be renewed.
  - ii. Overdue fines are charged at 25 cents a day. There are no fines for Audio eBooks
- d. DVD's and equipment are only circulated to staff members.
- e. Students who lose materials will be charged the replacement cost of the item, plus overdue fines up to \$5. Refunds are not given on lost items should they be found, but students may donate the items back to the media center.
- f. Students with fines will not be allowed to check out any new materials until account balances are paid. An unpaid account will lead to loss of privilege to use Schoology, purchase Prom/dance tickets, or attend the graduation ceremony.

## **E-Books**

Students may now check out both digital copies of books and audio through the Learning Commons website. On the Home page, <http://library.mason.k12.oh.us>, select OverDrive eBooks; using your network login, follow the directions for checking out items to your personal devices or stop in the media center for help. Digital checkouts are available to students 24 hours a day and 365 days a year. The number of digital items we have available continue to grow.

## **Online Catalog**

Students may search for materials in the media center from any computer with internet access. The Learning Commons website is <http://library.mason.k12.oh.us>. You will find great resources, including research databases and educational websites on the library catalog home page and on the Media Center page.

## **INFOHIO Databases**

Students have access to INFOhio resource database at <http://www.infohio.org>. These databases include reference materials in all subject areas. Encyclopedia, Dictionaries, and Newspaper databases are also available. Students may find over 6,000 magazines, most full-text in EBSCOhost database. To access EBSCOhost, select the Core Collection, EBSCOhost, and all Database search keys to find the magazine quickly. To use INFOhio databases from home you will need to use the username masoncomets and the password mcsd2013. Ask your teachers or stop in the media center for the username and password.

Students may also access many more online databases through OPLIN (Ohio Public Library Network) at <http://www.oplin.org>. These databases are free of charge to all public library card holders. Don't have a card? Stop by the Mason Public Library and sign up for one. It's fast, easy, and FREE!

## **Accessing the Learning Commons**

1. Students may visit before school. The Learning Commons opens everyday at 6:30 am.
2. Students may visit with a teacher.
3. Students may visit independently with a student ID card, as long as there is space
4. If there is room in the Learning Commons, students may visit during their lunch time with a student ID card.
5. Students with Early Dismissal needing to use the Learning Commons must present a student ID card
6. Students may use the Learning Commons after school if they check in and out with their student ID cards. Learning Commons hours are M-Th 2:15-4:00 p.m. and Friday 2:15-3:00 p.m. Sometimes the Learning Commons may close due to meetings, illness, holidays, etc. Please check the website or call 398-5025 x30200 for exact times. To reach the Learning Commons after 3:00 p.m. call 398-5025 or 229-4553 and select option #4. Students are to behave and work during this time. Students who are disruptive or not working on educational tasks will be asked to leave and will lose the right to use the Learning Commons before after school.

## **Learning Commons Rules**

1. Each student must have an educational purpose while using the Learning Commons
2. No food or drinks may be brought into the Learning Commons. Bottled water is allowed.
3. Students are to quietly work on their projects. If working in a group, all necessary talking must be kept to a minimum.
4. Students coming to the Learning Commons without a teacher must have their ID cards scanned in and out, during the school day.
5. After school, students must have their ID cards scanned when entering and leaving the Learning Commons.

## **Consequences for Violations of the Learning Commons Rules**

1. Students will be suspended from the Learning Commons for one week, two weeks, four weeks, one semester or permanently, depending on the severity of the infraction.

2. Students may receive a level 1 or 2 Saturday School, depending upon the severity of the infraction.
3. Students may receive ISS or OSS.

### **Learning Commons Cell Phone Policy**

Students are permitted to have cell phones with them, under the following set of rules:

1. The phone must be turned to vibrate only.
2. While speaking on a phone, students must speak quietly or step into the hall.

## **Student Information**

### **Mason City Schools Directory Information**

#### Notification of Rights Under the Family Educational Rights & Privacy Act (FERPA)

FERPA gives parents or students over age 18 certain rights with respect to education records, including the right to refuse to allow Mason City Schools permission to release any or all of the types of information listed below about the student as directory information.

The types of information listed below have been designated as directory information by FERPA and Mason City Schools Board of Education Policy and may be disclosed throughout the school year without prior notification:

- Student's name
- Address
- Date and place of birth
- Telephone number (only for school/parent club directories)
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards received
- Honors
- Scholarships
- Date of graduation
- Student photograph

During the school year, Mason City Schools publishes many editions of school publications, as well as maintains its website at [www.masonohioschools.com](http://www.masonohioschools.com) and other official school sites. The district is also covered by the local media, including

Today's Pulse, The Cincinnati Enquirer, Our Town Magazine, and other regional and national media.

If a parent or eligible student refuses to allow Mason City Schools permission to release any or all of the types of information about the student as directory information for the current school year, the parent or eligible student must notify Mason City Schools in writing by returning [Mason City Schools information and photo release form](#) to your child's school two weeks after school begins. Contact the Public Information Office at 398-0474 option 7, to receive the form. Failure to return the form will be considered implied permission to use/release directory information as identified.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sexual behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships: Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  6. Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.
  7. Receive notice and an opportunity to opt a student out of any other protected information survey, regardless of funding;
  8. Inspect, upon request and before administration or use – Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

Mason City Schools has adopted policies and procedures to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing sales, or other distribution purposes. Mason City Schools will notify parents and eligible students of these policies annually at the start of each school year and after any substantive changes. Each school will also directly notify parents and eligible students, such as through U.S. Mail or email, before the



dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **School Visitors**

Parents and other adults are always welcome to visit our school. However, we request that you contact the school office in advance of your visit to ensure you will be able to observe a particular activity. Visitors and volunteers are required to sign in at the office upon arrival, present a valid form of ID and wear an identification badge while in the building. Students will not be allowed to bring friends to school or during lunch periods. A State issued identification card or driver's license may be requested of visitors.

## **Unattended Motor Vehicles**

Parents and students, please note it is illegal to leave a car idling in front of our school building. Please be sure your car is turned off before entering the building. Also, please bring children into the building with you when visiting. Never leave them unattended in a motor vehicle for even a short duration.

4511.661 Unattended motor vehicles

- (A) No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, effectively setting the parking brake, and, when the motor vehicle is standing upon any grade, turning the front wheels to the curb or side of the highway. The requirements of this section relating to the stopping of the engine, locking of the ignition, and removing the key from the ignition of a motor vehicle shall not apply to an emergency vehicle or a public safety vehicle.
- (B) Except as otherwise provided in this division, whoever violates this section is guilty of a minor misdemeanor. If, within one year of the offense, the offender previously has been convicted of or pleaded guilty to one predicate motor vehicle or traffic offense, whoever violates this section is guilty of a misdemeanor of the fourth degree. If, within one year of the offense, the offender previously has been convicted of two or more predicate motor vehicle or traffic offenses, whoever violates this section is guilty of a misdemeanor of the third degree.

## **Guests of Students Attending Activities or Special Events (Co-Curricular)**

Students wishing to bring a guest from another school district to a special event such as a dance should complete a guest form. Forms are available in the Student Activities Office, room Z228, or from the website, [www.masonohioschools.com](http://www.masonohioschools.com) under "MHS Forms."

### **Clinic Purpose and Procedures**

The school clinic is staffed by a Health Service Coordinator (Registered Nurse) and is available for students who require first aid, students who require medication or students who become ill during the school day. The clinic does not serve the same purpose as a physician's office and it is recommended that you consult your family physician if you suspect illness.

When a student visits the clinic, he/she is to bring his/her planner whenever possible. Students will be assessed for severity of symptoms. Observations that warrant dismissal include: injury requiring physician evaluation, temperature > 100 degrees, vomiting, or signs of infection/communicable illness. Complaints of discomfort where the above parameters do not apply will be treated with comfort measures. Parents will be contacted if a persistent complaint is voiced regardless of student's physical symptoms. Students are not permitted to use cell phones or classroom phones to contact parents regarding illness. Students dismissed due to illness must be seen by the Health Services Coordinator.

### **Health Services Forms**

An electronic [Emergency Medical Form](#) is required to be on file for all students within 5 days of the first day of attendance in the new school year and can be completed by logging in to Final Forms. Health information updates and electronic parent signature are required each school year in Final Forms. Health information updates and electronic parent signature are required each school year in Final Forms. Please provide the most current phone numbers and email addresses in Final Forms to ensure correct contact information is available to the Health Services staff. Additionally, the Health Services department offers forms specific to student medical needs. These forms are available via the [Health Services links](#) on the district's website. For children with [life-threatening food allergies](#), parents should also complete form number MCS-378 located on the child nutrition website or call child nutrition at 513-336-6526.

It is important that parents/guardians provide their [student's medical history](#) as well as information on current medical treatments or conditions. Additionally, it is imperative that any change in contact information for parents/guardians be communicated to the school as soon as possible.

### **Required Immunizations 2017-18**

## Dispensation of Medication at School

Mason City Schools Health Services staff follows state and federal law regarding the administration of medications in the school setting. The following guidelines for both prescription and nonprescription medications are mandatory:

1. Medications should be administered before or after school whenever possible.
2. Physician's **and** parent/guardian's signatures are required on the "[Dispensing Medications at School](#)" form (MCS-202) supplied by the school district. A form created by a physician's office or healthcare facility will also be accepted if all information required on the school district form is duplicated on the alternate form, including dosage, frequency, route and potential side effects. All forms are void at the close of the current school year.
3. Medications must be in their original container (either manufacturer or prescription).
4. Medication route must be oral, topical, inhalation, ophthalmic/optic, rectal, gastroenterol, or subcutaneous/intra-muscular injection. Intravenous infusion/medication administration will not be performed or supervised by Mason City Schools' employees.
5. Students are not to be in possession of any medications unless authorized by a physician's signature to carry an EpiPen, Metered Dose Inhaler or Glucagon (per ORC 3313.718, 3313.716 or 3313.7112).
6. Parent/Guardian is responsible for supplying adequate quantity of medication for dispensation and for retrieval of excess medication at the close of the school year. Medications will not be stored over the summer months.
7. It is recommended that parents/guardians who administer medication to their child on school grounds do so in the clinic or office areas of the building, avoiding hallways, cafeteria or other areas where the general student population is present.

## Hearing and Vision Screenings

In accordance with Ohio Department of Health guidelines the Health Services department conducts hearing and vision screenings for students as follows:

**Hearing screenings** and referrals for Grades K, 1, 3, 5, 9, 11 and new students according to the Ohio Department of Health guidelines

**Vision screenings** and referrals for Grades K, 1, 3, 5, 7, 9 and new students, according to the Ohio Department of Health guidelines

## Lockers

Lockers are provided in the building for the safekeeping of books, supplies, and clothing and will be assigned by the assistant principal. Students are NOT to share lockers. Malfunctioning or broken lockers are to be reported to the office. LOCKERS ARE NOT TO BE DEFACED IN ANY WAY AND THE STUDENT WILL BE HELD RESPONSIBLE FOR DAMAGES. Locks remain the property of the Mason City School District. Students will be assessed a \$7.00 fee for all lost locks or keys. Locks are not to be removed from the lockers. It will be the responsibility of the student to replace lost locks with a combination lock and to provide the office with the correct combination for the replacement lock. The locker remains the property of the Mason City School District and is subject to being searched in accordance with the policies of the Board of Education.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators to search any locker and its contents as the administrator believes necessary. Such notice will be posted at the main entrance to each school building.

## Dress Code

Learning to dress appropriately and behave responsibly requires the student to use good judgment. When students express their personality through choices of dress they are expected to use good judgment. Students are expected to dress in a manner that is appropriate and not cause a distraction in our building. In an effort to provide clarity for all students and staff members the following guidelines have been adopted for students attending our school. \* Note: These examples are not all inclusive and other types of apparel may be deemed inappropriate for the school environment. The dress code may be modified by an administrator for the purpose of school spirit days or other special school-wide events.

1. Students must wear proper footwear.
2. Pants should not hang below the waist.
3. Clothing designed to be worn as undergarments or clothing that reveals undergarments (including boxer shorts or tights) are not acceptable school attire.
4. Form fitting Lycra or spandex styled apparel may **only** be worn with a top covering the backside area.
5. Shorts, skirts, and skorts should be no shorter than 3" above the knee. (Even if student wears tights or stockings.)
  - Lower garments will stay, unassisted, with or without a belt, at the top of the hipbone or above. Lower garments must be no shorter than mid-thigh and will not expose undergarments. Form-fitting Lycra, spandex, tights, and leggings

may **only** be worn under another garment with a top covering the buttock area.

6. Shirts or tops should have a high enough neckline to cover all cleavage. Camisole tops designed to be worn as undergarments may not be visible. Shirts and tops will cover the entire shoulder. Shirts or tops that reveal portions of the waistline, torso, or chest area are not appropriate.
  - Clothing must be worn in a manner that does not expose the shoulder, torso, midriff, chest, cleavage, back, buttocks, or undergarments.
7. Clothing that has profanity, sexual innuendoes/overtone, promotes drugs, alcohol or tobacco products/activity, makes reference to gang-related, satanic/cult-like activity or promotes violence/hate is not appropriate for school.
8. No headwear may be worn in the building. This includes, but not limited to: hats, earmuffs, bandannas, scarves, head coverings, hoodies or sunglasses.
9. Students are permitted to bring 1 bag (purse, backpack, shoulder bag, drawstring bag) to a classroom provided the bag: 1) fits completely under the student's desk and 2) does not present a trip or safety hazard.

We expect our students to adhere to these standards of dress to support: (1) The safety of the building; (2) The respect of others and the learning environment; (3) The dignity and modesty of our students. Staff members are expected to uniformly and consistently enforce the dress code. Violation of the dress code may result in removal from class until the violation can be resolved and/or disciplinary action is taken.

## Hall Passes Student Planners

Student planners will no longer be distributed. Students are expected to record all assignments in this planner. In addition to using it as a planner, **students will not be issued a hall pass from class unless they have their planner.** The pass will be recorded by the teacher in the planner. If a student loses the planner, a hall pass will not be issued until the planner has been found or a new planner is purchased from the office. The cost of replacement planners is \$4.00. Because students are expected to record assignments in their planners, teachers may choose to use the planner as a homework grade. No student is to be in the halls without a hall pass except when changing classes. Failure to show a hall pass or planner could result in referral to the assistant Principal's office for hallway misconduct. **PASSES AND PLANNERS MUST BE SIGNED, DATED, AND HAVE THE PROPER TIME AND PURPOSE.** The student planner will serve as the hall pass. No pass will be issued to a student who does not have a planner in his/her possession.

## Replacement Student ID's

Students must have a Student ID in order to enter the Learning Commons. If a student does not have their ID, a temporary ID can be made in room Z228. Students will receive one free temporary ID. If the student needs a second temporary ID,

there is a \$1.00 charge. The fee is \$5.00 for a new laminated Student ID. Students should plan to carry their ID with them during final exam week. Students new to the district will receive one free ID. **No temporary student ID's will be printed during the second semester.** Students needing an ID in the second semester will pay \$5.00 for the ID.

## Instant Loan at [Comet Savings & Loan](#)

CS&L is our in-school bank which offers the opportunity for students to open a savings account, Comet Classic account, or a Certificate of Deposit. In addition to these accounts, the school bank offers our students **Instant Loans** ranging from \$2-\$10. Because the high school does not permit students to charge lunch, an instant loan provides students the opportunity to access cash that may be needed to purchase a school lunch. If you **DO NOT** want your child to withdraw an Instant Loan, please notify Mrs. Donnelly at [Donnellyc@masonohioschools.com](mailto:Donnellyc@masonohioschools.com) or contact her by phone at 398-5025.

### Terms and Conditions of an Instant Loan:

- Only one instant loan can be opened at any time.
- Instant loans may be requested for any amount between \$2 and \$10.
- A loan of \$2-\$5 will be charged a service fee of \$.25 and must be repaid within two banking days.
- A loan of \$5.01-\$10 will be charged a service fee of \$.50 and must be repaid within two banking days.
- The following are the payment dates. A loan taken out on:
  - o Monday is due Thursday
  - o Tuesday is due Friday
  - o Thursday is due Monday
  - o Friday is due Tuesday
- **We are closed on Wednesdays.**
- If your loan payment is late, you will be charged a service fee of \$0.25 per banking day with a maximum late charge of \$2.
- If you have an unpaid loan and you have accumulated \$2 in late charges, you will be denied any future instant loan for the remainder of the school year.

**If you reach \$2.00 in late fees, you will be denied an Instant Loan for the remainder of the school year.**

## Textbooks

Textbooks are provided by the Board of Education for the student's use. As soon as a book is assigned to a student, it becomes the student's responsibility. Payment for a lost, stolen or damaged book must be made by the student or parent.

To preserve the quality of our textbooks, it is necessary for all students to cover each of their textbooks with a book cover.

## **Workbooks and Fees**

Some classes will use workbooks, other classes will have fees, and some classes will require both. It is the responsibility of each student to provide payment of fees within a reasonable length of time in order that students might receive maximum benefit from materials and/or services. Students must pay their fees if they are to participate and use materials in these classes. If there is a special financial hardship, students should go to the principal's office to discuss their individual situations. A student who does not pay his/her fees will not be allowed to participate in the following events throughout the year: Parking, Prom, Extracurricular events, and Graduation.

## **Fundraising Projects**

All fundraising projects must be approved by the Student Activities Director. Projects which involve selling merchandise to residents of our community should be limited to one per year per organization. Tickets or articles of any kind, other than those associated with school-sponsored activities, are **not** to be sold on school property by students or outside organizations.

## **Lost and Found Articles**

The Discipline Office and Room C122 maintains a lost and found center. If you should lose any personal possessions, the lost and found center would be the logical place for you to check. Should you find any misplaced articles around the school, please accept the responsibility for bringing them to the office so they might be returned to their owner. Items left over the summer will be donated.

## **School Counseling Service**

The general purpose of our school counseling program is to enable students to better understand their abilities, aptitudes and interests. The function of our school-guidance program is to assist students with the location of information and provide necessary help with any issue that will subsequently help them make the decisions that are best for them.

Student issues may range from course selection, questions about college, vocational planning, personal social problems, etc. If the counselors do not have the information, they will make every effort to locate the information.

Whenever it is possible students are to schedule an appointment to see their counselor during study hall. Students are not to meet with the counselor during an academic class or to drop-in unannounced unless it is an extreme emergency. Parents may call counselors at 398-7896.

## **ESL (English as a Second Language)**

ESL services are provided for students who qualify. Services are provided based on results of a language assessment that is administered to all students who have a second language in the home. For additional information, please contact Mason's

ESL Coordinator, Milena Varbanova, at [varbanovam@masonohioschools.com](mailto:varbanovam@masonohioschools.com) or 513-398-0474 Ext: 24008

## **Gifted Education**

The identification of gifted students in Mason follows a process in accordance with state law. You may visit the Mason City Schools' District Gifted Website to learn more about the services offered at each grade level. If you have questions or need additional information about gifted education, please call 398-0474, ext. 24007.

For the 2017-2018 school year, Mason will be partnering with a team of consultants from Hamilton County ESC.

## **Halls and After School Hours**

The halls of a school are often the only contact that much of the public and visitors have with the building, aside from the office and gymnasium. Therefore, the condition of the halls and procedures for passing between classes become very important factors in creating a good opinion of our school.

1. Students are not to loiter in the halls.
2. All students are to be out of the building by 2:15 p.m. EXCEPTIONS: Students may remain in the building after this time if engaged in a supervised activity with a teacher directly in charge. They are to be with the teacher in the specific area of activity and not loitering in the halls. Any student found in the hallway or commons is in violation of this policy and will be referred to the assistant principal's office.
3. All students who have early dismissal for any particular day or the entire semester are not permitted to return to school during the academic day unless they are signing back into school and returning to class, or if they have made arrangements to stay during their early dismissal time to work with a teacher. Students who do return to school without an academic purpose may receive disciplinary action.

## **Accidents**

When an accident occurs, it must be immediately reported to the teacher in charge, who will then report it to the office and any other necessary authorities. Proper medical referrals will be made when necessary.

## **Work Permit Information**

Work permits may be obtained at the high school main office during lunches and after school.

*Eligibility:* Beginning at age 14, as long as the student is in school, a work permit is required by law.



*Employer/Physical Card:* Return these cards to the high school's main office after they are completed by the qualified individuals. (The employer/physical cards may be obtained in the high school's main office).

*Age & Schooling Certificate:* Any minor obtaining a work permit is required to sign this form. **No other person** may sign in the minor's place.

*Birth Certificate:* A birth certificate must be shown when applying for a work permit. In cases where a birth certificate is unavailable, a hospital certificate or baptismal record may be accepted, **but only if a birth certificate is unavailable from the County Health Department or hospital.**

*Full-Time Work Permit:* Students are strongly encouraged to remain full-time students, not full-time employees. If a student wants a full-time work permit, one of the minor's parents/guardian must contact the Special Services Administrator office at 398-0474, extension 20127, for an appointment to withdraw the minor from school.

## **Grading Information**

### **Grading Policy, Promotion and Retention Policy**

The primary objective of reporting student progress in the Mason City School District is to accurately inform the student and parents of the student's progress toward established goals. In recognition of the fact that students learn at different rates for a variety of reasons, it is imperative that reasonable expectations are set for each student and that parents be made aware of these expectations. Measurement of achievement must be based on reasonable expectations and on comparisons with typical standards of performance for high school students. The high school standards are set on the basis of sound learning theory and on national standards.

A secondary objective of reporting student progress is the establishment of a permanent written record of achievement for all students.

Goals shall be established against which student performance can be judged, and the building principal and teachers are accountable for the use of sound evidence and good judgment in evaluating progress toward these goals. The reporting system should include student-teacher conferences, parent-teacher conferences, and periodic written reports.

### **Policy for Dropping a Class**

During the first **three (3)** days of class the student may drop and enter another class without consequences. After the first **three (3)** days the student may drop but **not** enter another class. After **eight (8)** days the parent must send a note before the student will be allowed to drop a class. The note must include the following points:

1. Parent gives permission to drop the class.
2. Parent understands the grade will be WF (withdrawn failing).
3. The WF becomes part of the student's final transcript and figures into his/her grade-point average.

If a student drops a class that is a graduation requirement, we ask the parent to

acknowledge understanding that the student will not be allowed to participate in graduation until the course is successfully completed. At the time the course is dropped will be a factor in whether the credit can be pursued in summer school. We do not accept night school or credits from other institutions for the purpose of make-up credit. We offer summer school and require the student to meet our PPO's in summer school. Summer school is not used for original credit in academic courses.

## Grading System

It is in the interest of students and the educational process to have a grading system that is interpreted uniformly and applied consistently throughout the building. Grades will then be assigned for each grading period to the following scale:

90 - 100 =	A	3.50 - 4.00	O	Outstanding
80 - 89 =	B	2.50 - 3.49	S	Satisfactory
70 - 79 =	C	1.50 - 2.49	I	Improving
60 - 69 =	D	.75 - 1.49	N	Needs improving
0 - 59 =	F	.0 - .74	U	Unsatisfactory

The teacher has "professional evaluatory prerogative" in arriving at individual grades recorded in the grade book for the semester. This includes the construction of classroom materials for evaluation, the grading of such materials, and the weight of each grade. Teachers may record in their grade books either percentage, letter grades, or letter grade-point values.

A minimum of seven (7) grades must be recorded in the grade book to back up any mark given as a semester grade, (including tests, class participation, homework, reports, projects, etc.). A minimum of three (3) grades must be recorded before the first interim period.

A student or parent may ask for an administrative review of a grade that appears to be inconsistent with the established policy. Some exceptions to the grading system described may be made in the areas of Intervention Specialist instruction as noted in the Individual Educational Plan. Notation of curricular modifications and/or accommodations will be made for each graded course.

Semester averages will be used to determine the grade-point average, (in accordance with guidelines published by the O.A.S.S.A. - Ohio Association of Secondary School Administrators).

## Grade-Point Average

When calculating grade-point average, Mason High School will award quality points for all courses as follows: (Based on a .5 credit course. PE is only .25 credits so you would half each point again.)

A = 2 Points    B = 1.5 points    C = 1 point    D = .5 point    F = 0.0

To get the GPA: Take the total number quality points earned for that semester and divide by the attempted credit hours (weighted credits are added after division).

All grades earned at Mason High School and high school credits earned at Mason Middle School will count in the calculation of the student's grade point average. Grade point averages will be calculated and rounded to two decimal places. Advanced Placement/Honors courses in which a grade of 'C' or higher is earned will receive the appropriate weighted credit for each designated course. College Credit Plus courses successfully completed may, with a grade of 'C' or higher, be calculated into the student's grade point average with the appropriate weighted credit for each course.

## **Valedictorian/Salutatorian**

Valedictorian and salutatorian will be chosen at the end of seven semesters (first and second place in class). To be eligible for valedictorian or salutatorian honors, a student must have attended Mason High School for four semesters, including both of the senior year. Students who finish high school at the end of their second semester of the senior year are not eligible for valedictorian or salutatorian honors. The principal will select students for these honors on the basis of the cumulative grade-point average after the first semester of the senior year.

## **Transfer Students and Weighted Credit**

### **Calculation of GPA and Class Rank**

Students who transfer to Mason High School from another district will be eligible to receive weighted credit in all courses that are comparable to the Honors or Advanced Placement courses that Mason High School offers. Transfer students will receive weighted credit for only those courses that are offered at Mason High School. Honors courses not offered at Mason High School that are on a student's transcript will not receive the .03 add-on, but will be designated with their original title. In determining valedictorian and salutatorian (first and second place in class), class rank will be figured at the end of 7 semesters. To be eligible for valedictory or salutatory honors, a student must have attended Mason High School for four semesters, including both semesters of the senior year.

## **Recognition of Laude Students**

At the end of the first semester of a student's senior year (seven semesters), students who have achieved an excellent GPA will be designated by the following titles:

### Summa cum laude

- Students who earn a 4.00 or above

### Magna cum laude

- Students who earn a 3.75 to 3.99

### Cum laude

- Students who earn a 3.51 to 3.74

## **Academic Discount**

We recognize students who earn a 4.0 *Semester* GPA or better by applying a decal to the student ID to gain them free admittance to HOME sporting events. Students who gain a 4.0 or better during the 1st semester of the school year, can receive their sticker for the 2nd semester sporting events. Students who gain a 4.0 or better during the 2nd semester of the school year, can receive their sticker for the 1st semester sporting events of the following year. All decals are issued through the Athletic Department at the beginning of each semester.

### **Plus or Minus**

A plus or minus sign may be used on the report cards at the teacher's option in order to better communicate the student's progress; however, the use of a plus or minus will not affect a student's grade point average.

### **Partial Incomplete**

An incomplete shall convert to an "F" ten school days after the end of a grading period for any portion of assigned work that is not completed. In case of an extended excused absence, a longer period determined by the teacher and the principal may be granted.

### **Interim Reports**

Interim reports will be available on Home Access Center during the 4th and 8th week of each semester.

### **Parent-Teacher Conferences**

Parent-Teacher conferences will be held as needed or on the scheduled conference days for all Mason Schools.

### **Graduation**

Candidates for graduation must complete all academic requirements and pass all parts of the Ohio graduation test in order to participate in commencement. Commencement will be held on Sunday, May 20<sup>th</sup> at the Cintas Center on the Xavier University campus. Tickets will not be required for commencement. Commencement will begin promptly at 1:00 p.m. Doors will be open to the public at 12:00 p.m. Graduates should arrive at 11:30 p.m. Special seating will be available for handicapped guests. Please contact the Cintas Center parent information line at (513)745-3395.

A professional photographer will be taking individual photographs. Diplomas will read as name stated on school record. If there are any legal changes, please contact Mrs. Courts in guidance at 398-2798 ext. 30300 by December 1, 2016.

Appropriate dress for commencement: Ladies: white or light colored dress, no flip flops or gym shoes

Guys: dress shirt, tie, dress pants, dress shoes, no flip flops or gym shoes.

Everyone: All cords and stoles must be school approved. All cap and gowns should not be altered or decorated in any way. All cap and gowns must be ordered/rented by the school approved vendor.

# Extracurricular/Co-Curricular Information

## Co-Curricular Philosophy

Extracurricular/Co-curricular activities in the Mason School District are considered to be an integral part of the school's educational program and provide experiences that will help students mentally, physically, socially and emotionally. We believe that by promoting involvement at all levels, the activities instill pride, reinforce a sound value structure, and enhance the individual's self-image, as well as the image of the school district and the community.

### Goals and Objectives:

1. To sponsor activities that are an important part of the overall education program.
2. To enhance the total development of the student.
3. To promote pride, a positive value structure, and a strong self-image.
4. To foster an image that reflects well on the school and community.

## Expectations of Students Participating in Extracurricular / Co-Curricular Activities in School and Community

Students participating in activities must conduct themselves as mature young men and women. Participation in activities is a privilege and not a right. Students involved in conduct that merits disciplinary action will be investigated by the school administration. Confirmation of misconduct shall result in disciplinary action appropriate to the offense. Issues of Misconduct which are not directly stated within this document will be dealt with on an individual basis. This is an extension of the Mason School Code of Conduct.

### Conduct in an Activity

1. Attendance - Since participation is a very important part of any activity, students will be expected to participate in meetings, performances, and practices according to that activity's attendance policy. If it is necessary to be absent at any time, students will be expected to notify the activity advisor/coach. (For attendance at school, during the school day, refer to the attendance section of the Student Handbook.)
2. Attitude - As a representative of Mason City Schools, students are expected to conduct themselves with dignity at all times. Students will follow all rules and regulations of the activity. Failure to comply could result in disciplinary actions.
3. Equipment - Students are responsible for all equipment issued. Students will be given a two-week time period to turn in all equipment. After the two-week time period, the replacement cost of the equipment will be charged to the student. If restitution is not made, the student will not be allowed to practice and participate in any other activity until the obligation is met. A student may not receive an award or attend a banquet until all equipment has been returned. A student or parent must pay for the replacement of any lost, stolen, or damaged item issued, according to the current replacement cost.

## MHS Extracurricular/Co-Curricular

### Personal Conduct and Drug, Alcohol, Tobacco Policy

#### Personal Conduct

Any member of an activity, whose conduct could be construed to reflect discredit upon the activity/group/team as a whole, will be subject to disciplinary action as determined by the activity supervisor and administration. This policy applies to students involved in extracurriculars and co-curriculars, either on or off school property, during a school activity, or outside of school activities on personal time

## **Administrative Guidelines Implementing the Board Policy – Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy**

Section 3313.664 of the Revised Code allows the Board of Education to adopt a policy to prohibit a student from participating in any particular or all extracurricular activities for a period of time as provided in the policy. The Board has adopted such a policy titled “extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy” which provides for the removal of any student from all extracurricular activities for various drug, alcohol, and tobacco offenses. These Administrative guidelines are designed to implement the Board’s Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy.

Any student who may be punished in accordance with the Board’s Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy shall receive an informal administrative hearing before the principal. All students who may be subject to punishment under the Board’s Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy shall be entitled to prior notice of the date, time, and location of the informal administrative hearing. All students may bring a representative of their choice to the informal administrative hearing.

At the informal administrative hearing, the administrator(s) who discovered and/or investigated allegations of a violation of the Board’s Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy shall present all evidence which has demonstrated the reasonable belief that a student has violated the Board’s Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy. The Athletic Director/Activities Director may also attend the informal administrative hearing to present additional evidence. At the informal administrative hearing, all students shall be permitted to present evidence on their behalf in response to the administrator(s’) and/or Athletic Director’s/Activities Director’s claims.

At the conclusion of the informal administrative hearing, the Principal shall issue a written decision determining whether a violation of the Board’s Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy has occurred. In the event the Principal determines a violation has occurred, the Principal shall issue discipline in accordance with the Board’s Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy. The Principal’s decision may include various conditions which must be satisfied by the student for early reinstatement in extracurricular activities. The Principal’s decision shall be final and there shall be no appeal to the Superintendent and/or Board of Education.

In the event the principal’s decision contains conditions which must be satisfied for early reinstatement in extracurricular activities, the Student Assistance Coordinator shall have jurisdiction to monitor the student’s continued compliance with the stated conditions. If the Student Assistance Coordinator determines that a student has failed to continuously meet the conditions for early reinstatement, the applicable disciplinary punishment mandated by the Board’s Extracurricular/Co-Curricular Drug,

Alcohol, and Tobacco Policy shall be imposed and the student shall not be eligible for early reinstatement in any extracurricular activities.

## **EXTRACURRICULAR/CO-CURRICULAR DRUG, ALCOHOL, AND TOBACCO POLICY**

**This policy is in effect from enrollment into the Mason City Schools Extracurricular / Co-Curricular Activities Programs (grades 9-12) through graduation, and includes all MHS sponsored clubs, activities and sports.**

A student shall not buy, sell, transfer, use or possess any substance containing tobacco, including but not limited to, cigarettes, E-cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, snuff, dip, or using tobacco in any other form.

A student shall not sell, possess, use, conceal, transfer, deliver, or be under the influence of drugs or alcohol either on or off school property, during a school activity or outside of school activities on personal time.

### **Sale, Transfer or Delivery of Drugs/Alcohol**

The student will be removed from all activities for one full calendar year with no opportunity for reinstatement.

### **Possession, Use, Concealment of, or Under the Influence of Drugs/Alcohol or Buying, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc. and/or buying, selling, using or possessing any substance containing tobacco.**

#### **1. First Offense**

The student will be removed from all Extracurricular/Co-Curricular activities for up to 80 calendar days. First time offenders may be reinstated no earlier than two (2) weeks after the initial removal from participation. While a student athlete is suspended from extracurricular/co-curricular activities, it is the discretion of the principal whether the student may return to team activities (practices, lifting, meetings, etc.) however, the student may not compete in any competitions during the suspension. The student must complete all requirements of a school approved drug/alcohol abstinence program and any other conditions issued by the Principal during the period in which participation has been denied from activities. If the student does not complete the requirements, he or she will be removed from participation from all activities for up to 80 calendar days.

It will be possible for a student to use the school approved drug/alcohol abstinence program one time only as a means to avoid the 80 day removal from activities.

#### **2. Second Offense**

If there is a second violation, the student will be removed from all activities for up to 80 calendar days with no opportunity for reinstatement.

A student seeking reinstatement after the mandated removal must have completed all requirements of a school approved drug/alcohol abstinence program and any other conditions issued by the Principal during the period in which participation has been denied from activities. If the student does not complete the requirements, he or she will be permanently removed from activities.

### **3. Third Offense**

A third offense may result in a permanent removal from all activities.

### **Self-Referral**

Any student who willingly seeks help for Alcohol, Drug, or Tobacco Use /Abuse/ Distribution may use a “self-referral” one time in his or her high school career. The self-referral may not be concurrent with police reports, court charges, coach, staff, other participants, or adult (other than parent/guardian) referrals. A self-referral can be used only prior to being caught violating this policy.

Participants who meet this definition will be referred to the school approved drug/alcohol abstinence program and he or she must meet any other conditions as issued by the Principal. All self-referral information will be kept in the strictest confidence. The student and parents are expected to honor this confidence and maintain a serious approach to this intervention process. Any frivolous abuse will result in the loss of the self-referral option and immediate application of the applicable restrictions.

### **Additional Points of Emphasis**

- A. The Extracurricular/Co-Curricular activity hearing will be held by the Principal. The student must complete all of the requirements of the school approved drug/alcohol abstinence program and any other conditions issued by the Principal in order to remain in activities for the rest of the year.
- B. If a tryout period falls during the student’s removal from activities the Principal may allow the individual to tryout. The remaining days of the removal will be served at the completion of the tryout period.
- C. The Principal’s decision regarding participation in Extracurricular/ Co-Curricular activities shall be final and not subject to appeal to the Superintendent and/or Board of Education.

### **Imposing of Suspension from Activities**

Disciplinary action in accordance with the Extracurricular/Co-Curricular Drug, Alcohol, and Tobacco Policy or the Personal Conduct Policy for Extracurriculars/Co-Curriculars may be imposed on students and impact what are determined to be “In Season” or “Out of Season Activities”. A determination on the starting and end date of suspension of activities may include a combination of practices, meetings, and or competitions/ events as determined by the building principal.

### **Pay to Participate Plan**

Students participating in interscholastic athletics, grades 7-12, will be participating under a “Pay to Participate” plan.

MHS participation fee is \$180 per sport, per season, with no family cap.

At the completion of all team rosters, students will be responsible for the payment of the assigned participation fee on a scheduled date designated by the school for each activity.

No student, who desires to participate in an interscholastic activity and who follows the defined rules and regulations, shall be denied the opportunity to participate for financial reasons. In the case of financial hardship, a payment option may be



arranged through the athletic administrator of the respective building. This request would be treated with the utmost confidentiality and serve as a request for financial assistance. All questions regarding the Pay to Participate Plan may be directed to the Athletic Office.

Students not meeting the payment period deadline date as scheduled above will be denied participation in the interscholastic athletic program.

Refunds will not be given after the payment deadline date.

Additionally, refunds will not be given for the following reasons:

- A student quits an activity;
- A student is dismissed from an activity; or
- A student becomes academically ineligible during the course of the activity.

Special circumstances that prohibit an individual from participating will be reviewed by the athletic director for a possible refund on an individual basis.

### **PAYMENTS:**

High School Main Office: Laurie Brown, Administrative Assistant

Or online through EZPay at [www.spsezpaymason.com](http://www.spsezpaymason.com)

Visa/MasterCard/Discover or check to Mason City Schools

### **High School and Middle School Fees must be paid separately**

All questions regarding the Pay to Participate Plan may be directed to the Athletic Offices (398-2513) of each building.

## **Academic Eligibility Rules**

Academic eligibility requires that high school students (grades 9-12) must pass a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. To determine credit equivalency, multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4.

A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all those subjects carried the preceding grading period in which the student was enrolled. It should be noted that dropping a class may result in losing your academic eligibility. It is always best to check with your principal or an athletic director to make sure that you remain eligible before you make any changes in your schedule.

Mason City School students must achieve a 1.51 grade-point average on course work taken the preceding grading period in order to maintain their co-curricular eligibility for the next grading period. Grade-point averages will be checked at each interim reporting period (fourth and eighth week of each grading period). If a student's G.P.A. is below the 1.51 requirement at the interim reporting time in courses in which the student is currently enrolled, he/she will be ineligible during the

upcoming interim period. The student may have this ineligibility waived by petitioning the principal for a probationary period and establishing an academic intervention plan for the upcoming interim period. If, however, at the end of the next interim reporting period the student's G.P.A. has not met the required standard, the student will be declared academically ineligible for the next four weeks of the academic calendar. The student shall remain academically ineligible until the G.P.A. requirement is met.

Students receiving a failing grade in any course at the time interim reports are distributed must follow the same procedure as previously outlined in this section to establish an academic intervention plan. Failure to develop and follow an intervention plan will result in denial of participation in the student's respective co-curricular activity.

### **Additional Guidelines/Rules of Co-Curricular Activity**

1. Student Activity Termination - When a student quits an activity before its conclusion, the student must obtain written permission from that advisor before joining a new co-curricular activity.
2. Additional guidelines for each specific activity shall be developed by the advisor and approved by the principal. Such rules/guidelines shall be formally issued to each student and kept on file in the office.

### **Travel**

All co-curricular participants or those associated with the activities are required to ride district transportation to and from all games or events. The only exception is advance written permission, received from the parent in person, for the student to be released to his/her legal guardian. No student is permitted to drive. Co-curricular participants are expected to exemplify good manners while traveling with the group. This includes all bus conduct in accordance with state codes of transportation. The principal or his designee must approve any other exceptions to this policy.