

STUDENT/PARENT HANDBOOK SIGNATURE FORM (GRADES 7 - 12)

My signature below indicates that I have received, read and agree to abide by the policies contained in my school's student handbook, including the Network/Internet Access Agreement for Students.

My student (I) will use the computer/internet while at school pursuant to the board policy and he/she agrees (I agree) to abide by the rules of the policy. I understand that violations or misuse of the district's computer network and internet may result in student access privileges being revoked and school disciplinary action under the Student Code of Conduct may be taken against my student (me), and this may affect their (my) class grade.

I understand that this access is being provided for educational purposes only. I agree that I will hold harmless and indemnify the school district for any fees, expenses or damages incurred as a result of the student's purposeful use or misuse of the network, access to the internet or computer equipment.

In addition, if I choose to participate in an extracurricular/co-curricular activity, I will abide by the Mason City School District's Extra Curricular/Co-Curricular Code of Conduct. As such, my behavior will reflect the values of respect for myself, respect for others, respect for authority, respect for property, as well as of honesty and integrity.

As a Mason student, I understand that I am privileged to be a representative of the school district, and my conduct must reflect accordingly. I realize that my actions reflect on me, my team/activity and my school; therefore, I accept the responsibility to be held to a higher standard.

I accept that as a Mason student, I have a responsibility to my peers to support and assist them when they are in need, in both academic and social situations.

Student's Name (please print) _____ ID# _____

Parent/Guardian's Name (please print) _____

Parent/Guardian's Signature _____

Student's Signature _____ Date _____

Homeroom _____ Grade _____

**Please return this signed form page to school in the first week.
Copies will be kept in child's cumulative file.**



WILLIAM MASON



HIGH SCHOOL

6100 S. MASON MONTGOMERY ROAD

MASON, OH 45040

(513) 398-5025

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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GENERAL INFORMATION

WELCOME

On behalf of the 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. The 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 the Mason heritage. It is important for you to carry on the traditions established by our alumni by representing you and 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!

Melinda McCarty-Stewart

Principal

MASON CITY SCHOOLS

ADMINISTRATION BUILDING

211 NORTH EAST STREET

(513) 398-0474

BOARD OF EDUCATION

Marianne Culbertson

Debbie Delp

Jennifer Miller

Kevin Wise

Connie Yingling

CENTRAL OFFICE ADMINISTRATION

Kevin Bright Superintendent

Amy Spicher Assistant Superintendent of Curriculum and Instruction

Michael Brannon Assistant Superintendent of Operations

David Allen Assistant Superintendent of Human Resources

Richard Gardner Treasurer

Tracey Carson Public Information Officer

Dr. Tom Morris Director of Student Services

Jody Bergman Support Ed Supervisor

Donna Coates EMIS Administrator

Dave Hickey Chief Information Officer of Technology

Darlene Hicks Food Service Supervisor

George Highfill Buildings & Grounds Supervisor

Carol Abrams Transportation Supervisor

MASON HIGH SCHOOL
6100 S. MASON MONTGOMERY RD
MASON, OH 45040
(513) 398-5025

HIGH SCHOOL ADMINISTRATION

Mindy McCarty-Stewart	Principal
George Coates	Assistant Principal
Nicole Huelsman	Assistant Principal
Dave Hyatt.....	Assistant Principal
Tim Keeton	Assistant Principal
William Rice.....	Assistant Principal
Antonio Shelton	Assistant Principal
Scott Stemple	Director of Interscholastic Athletics
Cathy Crotty.....	Assistant Athletic Director
Lorri Allen.....	Student Activities Director

SUPPORT STAFF

Bev Redding	Administrative Assistant to the Principal
Laurie Brown	Administrative Assistant to the Assistant Principals
Debbie Huff & Dahlia Valls	Administrative Assistants for Attendance 336-7368
Missy Courts.....	Administrative Assistant for Guidance – 398 -7896
Kathy Dean.....	Administrative Assistant to the Student Activities Director
Angie Engen.....	Administrative Assistant to the Assistant Principals
Eric Silverman	Administrative Assistant for the Athletic Department
Tara Smith	Administrative Assistant for Guidance
Cheryl Barnett.....	Physical Therapist
Patrick Bowes.....	Gifted Program
Phyllis Burpo.....	Receptionist 398-5025
Jan Dailey.....	Occupational Therapist
Vycki Haught	Community Resource Coordinator
Rick Huff.....	District Attendance Officer
Jack Martin	Auditorium technician
Sarah Massie.....	Mental Health Therapist
Kathy McVey & Christa Nichols.....	Health Service Coordinators – 398-3864
Troy Nelson	School Resource Officer
Virginia Robinson	Media Specialist
Jeff Schlaeger & Randy Walters.....	School Psychologists
Christy Speigel	Speech Pathologist
Byron Walton	Instructional Technology Specialist

GUIDANCE STAFF

Phyllis Bell	Guidance & Testing Coordinator
Linda Kummer	Counselor A - B
Tony Affatato.....	Counselor C - E
Winone Oliver	Counselor G - H
Marty Zack.....	Counselor I - L
Nikeisha Brooks.....	Counselor M - N
Sally Clark	Counselor O - R
Lindsay Kearns.....	Counselor S - T
Seth Johnston.....	Counselor F and U - Z; vocational

TEACHING STAFF

Thurman Allen	Language Arts	Amy Forsythe	Mathematics
Lauren Athey	Intervention Specialist	Gina Fox	Support Educator
Jason Austerman.....	Business	Brian Frey	Orchestra
Paul Barry.....	Science	Donna Gallenstein	Intervention Specialist
Robert Bass.....	Band Director	Debbie Gentene	Business
Curt Bly.....	Language Arts	Patricia George.....	Language Arts
Arlene Borock.....	Language Arts	Abigail Gist	Foreign Language
Stephen Branch.....	Performing Arts	Amy Gobble.....	Foreign Language
Shannon Branciforte.....	Intervention Specialist	Andrew Goetz.....	Language Arts
Stephanie Brittingham	Health	Audrey Gorman	Art
Kristina Broadrick	Mathematics	Paige Graves.....	Business
Tracy Brockway	Intervention Specialist	Harold Grice	Social Studies
Amanda Bross	Language Arts	Joseph Hammond	Social Studies
Shelia Browning.....	Science	Aimee Hansen	Science
David Broxterman.....	Science	Nichole Harting.....	Mathematics
Jodi Brutvan.....	Intervention Specialist	Greg Hayes	Science
Charlise Carr	Intervention Specialist	Ann Helwig	Language Arts
Betsy Carras.....	Language Arts	Katie Hicks.....	Social Studies
Brian Castner	Physical Education	Dan Hilen.....	Alternative Education
Beth Celenza	Language Arts	Julee Hill	Physical Education
Marisa Chahda	Spanish	Katherine Holmes.....	Math
Jere Clark	Math	Matt Hornung	Art
Nathan Coates.....	Language Arts	Erica Hoyt.....	Foreign Language
Elizabeth Coleman	Science	Randy Hubbard	Science
Lindsay Collins	Intervention Specialist	Ty Ignatz.....	Math
Dale Conner	Language Arts	Elizabeth Imrie	Science
Melissa Courtney.....	Intervention Specialist	Avious Jackson.....	Band
Rachel Cronin.....	Language Arts	Caryn Jenkins.....	Social Studies
Dino Davis	Business	Angie Johnston.....	Social Studies
Chris DeLotell.....	Language Arts	Stephanie Jones.....	Orchestra
Kurt Dinan.....	Language Arts	R. Michael Jordan.....	Science
Dan Distel.....	Social Studies	Melissa Jurewicz	Foreign Language
Chip Dobson.....	Social Studies	Shahrazad Kablan	ESL
Melissa Donahue.....	Language Arts	Tiann Keesling.....	Health
Cindy Donnelly	Business	Beth Killian.....	Language Arts
Charles Dugan.....	Social Studies	Alison King.....	Intervention Specialist
Liesa Eichner.....	Art	Timothy King.....	Language Arts
George Elias.....	Industrial Technology	Marcia Koepfle.....	Work Study
Beth Eline	Art	Jessica Krohn.....	Intervention Specialist
Chris Ennis	Science	Greg Kummer	Mathematics
Colleen Everett.....	Math	Gerald Lackey	Mathematics
Micah Ewing	Asst. Band Director	Joyce Lane	Apex / MAP
Micah Faler	Social Studies	Christina Leder	Mathematics
Barak Faulk	Intervention Specialist	Carol Lehman.....	Biology

Charity Lehr.....	Science	Susan Rosselott	Intervention Specialist
Amy Lillich	Intervention Specialist	Lori Roth	Language Arts
Darin Little	Social Studies	Lynn Ruark	Science
Maggie Long.....	Science	Pete Rudowski.....	Mathematics
Christine Loucks	American Sign	Elaine Santos	Choral Director
Jane Margraf	Foreign Language	Johnathon Sauer	Mathematics
Rob Matula	Science	Nicole Schlagheck.....	Intervention Specialist
Steve Mays.....	Math	Monica Schneider.....	Science
Mark McCormick.....	Math	Joey Schnell	Science
Amy McDonald	Math	Jerry Schrock.....	Social Studies
Margaret McKinnon	Language Arts	Paula Schroer.....	Intervention Specialist
Mark Meibers.....	Mathematics	Stacy Schuler	Physical Education
Diana Messer	Science	Andy Schur	Math
Erica Minner	Foreign Language	Eric Schatzle	Language Arts
Tim Molnar.....	Social Studies	Ann Schwankhaus.....	Foreign Language
Maria Mueller.....	Social Studies	Dave Sedmak.....	Social Studies
Danny Mullins.....	Comet Connections	Barbara Shuba	Science
Craig Murnan.....	Business	Deborah Sicking.....	Foreign Language
Martha Murphy	Intervention Specialist	Kami Smith	Intervention Specialist
Travis Murray.....	Foreign Language	Matt Smith	Vocal Music
Stephanie Nally	Language Arts	Hannah Sole.....	Language Arts
Anthony Neimish	Intervention Specialist	Kristi Stephens	Mathematics
Anne Newell	Intervention Specialist	Rod Stewart.....	Foreign Language
Ling Ling Nian.....	Foreign Language	Kristen Stoll	Language Arts
Amy Ortega	Foreign Language	Jennifer Striker	Business
Hakim Oliver.....	Intervention Specialist	Diana Stroud.....	Math
Robert Page	Social Studies	Mark Sullivan.....	Physical Education
Krishanna Paguirigan	Intervention Specialist	Elizabeth Sunny.....	Science
Shawna Parkinson.....	Language Arts	Brian Thomas	Science
Nicole Paxton	Math	Keri Thompson	Intervention Specialist
Deb Perry	Foreign Language	Lori Toerner	Business
Michael Planicka.....	Intervention Specialist	Adam Toohy.....	Intervention Specialist
Gary Popovich	Health/Phys. Ed.	Pam Valentine	Art
Casey Popplewell.....	Language Arts	Caitlin Vishnauski	Mathematics
Steve Prescott	Social Studies	Heather VerStreate.....	Mathematics
Sue Ellen Radcliffe	Science	Deidra Ware	Science
Erin Rankin.....	Math	Kyle Warren.....	Language Arts
Thomas Rapp.....	Foreign Language	David Weiseman	Industrial Technology
Katie Raszka	Intervention Specialist	Ken Whitney	Social Studies
Fred Reeder	Language Arts	Diana Williams.....	Math
Paul Reedy.....	Social Studies	Nichole Wilson.....	Language Arts
Vance Reid	Social Studies	Karan Witham-Walsh.....	Art
Greg Richards	Physical Education	Melanie Wright.....	Language Arts
Greg Roach	Math	Mark Wyatt	Math
Aaron Roberts	Art	Allen Young.....	Performing Arts
Tina Roberts.....	Art	Karen Young.....	Science

MASON HIGH SCHOOL 2009-2010 SCHOOL CALENDAR

AUGUST

26th Teacher Work Day – No School
27th 1st Day of school for Students

SEPTEMBER

7th LABOR DAY
24th Interim Reports posted on Edline

OCTOBER

22nd Interim Reports posted on Edline

NOVEMBER

19th End of first trimester (60 days)
20th Teacher Workday – NO SCHOOL
25th Conference Exchange Day – NO SCHOOL
26th Thanksgiving - NO SCHOOL
27th Thanksgiving - NO SCHOOL

DECEMBER

21st – Jan. 1 WINTER BREAK

JANUARY 2010

6th Interim reports posted on Edline
18th Martin Luther King Day - NO SCHOOL

FEBRUARY

4th Interim reports posted on Edline
15th Presidents' Day - NO SCHOOL

MARCH

5th End of 2nd Trimester (60 days)
8th Teacher Work Day – No School

APRIL

2nd – 9th SPRING BREAK
13th Interim reports posted on Edline

MAY

11th Interim Reports posted on Edline
31st Memorial Day - NO SCHOOL

JUNE

9th End of 3rd Trimester (60 days)
10th Teacher Workday – NO SCHOOL

BELL SCHEDULES

Reg. Sch. # 1

Pd	Time	Minutes
1	7:15-8:28	73
2	8:34-9:46	72
3	9:52-11:07	75
4	11:13-12:57	104
5	1:03-2:15	72

Lunches	Classes
A-11:07-11:37	11:43-12:57
B-11:47-12:17	11:13-11:47
	12:23-12:57
C-12:27-12:57	11:13-12:27

Homeroom 1 Hr. # 2

Pd	Time	Minutes
1	7:15 - 8:13	58
2	8:19 - 9:16	57
HR	9:22 - 10:22	60
3	10:28 - 11:26	58
4	11:32 - 1:12	100
5	1:18 - 2:15	57

Lunches	Classes
A-11:26-11:56	12:02-1:12
B-12:04-12:34	11:32-12:04
	12:40-1:12
C-12:42-1:12	11:32-12:42

Prime Time # 4

Pd	Time	Minutes
1	7:15-8:13	58
2	8:19-9:17	58
3	9:23-10:25	62
4	10:31-12:11	100
5	12:17-1:15	58

Lunches	Classes
A-10:25-10:55	11:01-12:11
B-11:04-11:34	10:31-11:04
	11:40-12:11
C-11:41-12:11	10:31-11:41

Prime Time 30 min Homeroom # 6

Pd	Time	Minutes
1	7:15-8:06	51
2	8:12-9:02	50
HR	9:08-9:38	30
3	9:44-10:34	50
4	10:40-12:19	99
5	12:25-1:15	50

Lunches	Classes
A-10:34-11:04	11:10-12:19
B-11:11-11:41	10:40-11:11
	11:47-12:19
C-11:49-12:19	10:40-11:49

Exam Day 1 # 13

Pd	Time	Minutes
HR	7:15-7:35	20
1	7:35-9:05	90
	9:11-9:31	20
2	9:31-11:01	90

Study Session	11:01-12:00
Lucch	12:00-12:30
Study Session	12:30-2:15

Exam Day 2 # 14

Pd	Time	Minutes
3	7:15-8:50	95
4	8:56-10:31	95
5	10:37-12:17	100

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.

STUDENT WEB INFORMATION

During the school year, the Mason City School District publishes many editions of school publications, as well as maintains its website at www.masonohioschools.com, and other official school sites. The district is also covered by the local newspapers, including the *Pulse-Journal*, *Community Press*, and *The Cincinnati Enquirer*, *Our Town Magazine* as well as other regional and national media. It is the district's policy not to post "personally identifiable" information (a single student's name and picture together) on the district website unless a parent-signed Web Consent form MCS-314 is on file in the district. Group or unidentified student photographs are not "personally identifiable," and may be used on official school sites. See the "Directory Information" section of this handbook.

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 the facilities and services of the personnel of Mason High School 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 suspension; 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 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, suspension with Warren County Court of Common Pleas.

It is the policy of 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 will receive failing grades and no credit for any daily assignments, quizzes, tests, exams, etc., to be assigned and turned in at this time. Any schoolwork assigned prior to the days of suspension can be turned in to the teacher by the student's parent/guardian/custodian on the date the assignment is due. Any work assigned during the days of suspension are due after the student's return to school can be turned in for grades and credit if it is turned in to the teachers on time.

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

- Rule #1: Damage or destruction of school property, property of school employees, property of other students, and/or visitors and volunteers, on or off of school premises.
- Rule #2: Damage or destruction of private property on school premises or in areas controlled by the school.
- Rule #3: 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 #4: Harassment of school personnel, other students and/or visitors and volunteers, during school and/or non-school hours.
- Rule #5: Fighting.
- Rule #6: Hazing (to persecute, harass or humiliate another student, employee and/or visitors and volunteers).
- Rule #7: Chronic misbehavior which disrupts or interferes with any school activity.
- Rule #8: Disregard of reasonable directions or commands by school authorities including school administrators and teachers.

- Rule #9: Abuse of 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.
- Rule #10: Disrespect to a teacher or other school authority.
- Rule #11: Refusing to take detention or other properly administered discipline.
- Rule #12: Skipping detention.
- Rule #13: Falsifying of information given to school authorities in a legitimate pursuit of their jobs.
- Rule #14: Forgery of school or school-related documents.
- Rule #15: Cheating or plagiarizing.
- Rule #16: 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 #17: Extortion from a student or school personnel.
- Rule #18: Theft or possession of stolen goods.
- Rule #19: Arson or other improper use of fire.
- Rule #20: Possession of matches or lighters or other similar devices.
- Rule #21: No student should 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. No student shall discharge any firearm, explosive or other disruptive device.
- Rule #22: Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, snuff, and dip, or using tobacco in any other form.
- Rule #23: Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling- which includes bookkeeping materials, using, possessing or being under the influence of any counterfeit controlled substance (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 #24: 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 #25: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
- Rule #26: 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 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
- Rule #27: Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
- Rule #28: Cursing.
- Rule #29: Use of indecent or obscene language in oral or written form.

- Rule #30: Publication of obscene, pornographic or libelous material.
- Rule #31: Placing of signs and slogans on school property without the permission of the proper school authority.
- Rule #32: Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of proper school authority.
- Rule #33: Demonstrations by individuals or groups causing disruption to the school program.
- Rule #34: Truancy.
- Rule #35: Tardiness.
- Rule #36: Leaving school premises during school hours without permission of the proper school authority.
- Rule #37: Upon initial arrival, leaving school property without permission.
- Rule #38: 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 #39: 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: Improper or suggestive dress.
- Rule #41: Indecent exposure.
- Rule #42: Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
- Rule #43: Turning in false fire, tornado, bomb, disaster or other alarms.
- Rule #44: Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.
- Rule #45: Presence on school property with a communicable disease.
- Rule #46: No student shall release any bodily fluids in anything other than the proper receptacle.
- Rule #47: Disobedience of driving regulation while on school premises.
- Rule #48: Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
- Rule #49: Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
- Rule #50: Carrying concealed weapons.
- Rule #51: Aggravated murder.
- Rule #52: Murder.
- Rule #53: Voluntary manslaughter.
- Rule #54: Involuntary manslaughter.
- Rule #55: Felonious assault.
- Rule #56: Aggravated assault.
- Rule #57: Rape.
- Rule #58: Gross sexual imposition.
- Rule #59: Felonious sexual penetration.
- Rule #60: Any disruption or interference with school activities.
- Rule #61: Willfully aiding another person to violate school regulations.
- Rule #62: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
- Rule #63: Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
- Rule #64: 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 #65: Violation of any Board rule, regulation or policy.
- Rule #66: Repeated violations of the Student Code of Conduct and/or any other Board rule, regulation or policy.

- Rule #67: Violation of the Board's Network/Internet Acceptable Use Policy.
- Rule #68: 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 #69: 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 #70: Student Activities: No student shall violate the rules or regulations of, or misappropriate funds from, any school activity.
- Rule #71: 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 #72: 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 #73: Academic Insubordination: If a student does not respond to the direction of the school personnel. Not being responsive to teacher direction, not doing assigned work in a class, and not accepting any help when given are all considered unacceptable classroom behaviors.

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, 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 could result in further disciplinary action.

E. Loss of 5th Bell Early Dismissal

Early Dismissal is a privilege here at MHS. A completed application form must be on file in the Guidance Office with appropriate signatures.

Requirements for Early Dismissal

1. Students must be classified as a junior or senior with no credit deficiencies.
2. Students must be passing all subjects.
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 are expected to arrive at school on time. Students who receive more than four (4) unexcused tardies per trimester will have their early dismissal privileges revoked.
3. Students who receive 2 grades of D or one F on their 4 week or 8 week interim grade report will have early dismissal privileges revoked. These students will be automatically placed in a fifth 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. Students who fail a class in one trimester will not be scheduled for an early dismissal in the following trimester.
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 Suspension

Upon decision by the building principal/designee, a student may be removed from classes and school activities and assigned to ISS within the school building for not more than ten (10) consecutive days. No later than the first day of such assignment to ISS, 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, and will receive no credit for any daily schoolwork, quizzes, tests, exams, etc., to be assigned and turned in during the same time. Any schoolwork 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.

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 no credit for any daily schoolwork, quizzes, tests, exams, etc., to be assigned and turned in during the same time. Any schoolwork 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 schoolwork, quizzes, tests, exams, etc., to be assigned and turned in during the same time. Any schoolwork 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.

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 be referred to the Warren County Juvenile Court for appropriate action.

NETWORK/INTERNET ACCESS AGREEMENT FOR STUDENTS

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 websites 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 the students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Proper teacher supervision will be provided, however it is still the responsibility of each student to make appropriate choices. 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.

Below is the Network and Internet Access Agreement for students. The purpose of this agreement is to provide Network (electronic mail and electronic bulletin board service) and Internet access for educational purposes. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) 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 and Network use privileges with the District. If the student is under 18 years of age, the student must have his or her parent(s) or guardian(s) read and sign the Agreement as well. The District will not provide access to any student who has not returned an appropriately signed Internet/Network Access Agreement. Any questions regarding this Agreement or the Internet/Network access policy should be directed to the Chief Information Officer of Technology.

Following are the provisions of this Agreement regarding computer Internet and Network access. If any user violates the terms and/or provisions of this Agreement, the person's access will be denied, the person may be subject to further disciplinary action in accordance with the Student Code of Conduct and/or Board policies and this may affect their class grade. 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:

- A. 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. Misuse shall include, but not limited to, the following:
- Altering of system software.
 - Use of obscene language.
 - Placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
 - Intentionally seeking information on, obtaining copies of, or modifying files, or other data or passwords belonging to other users.
 - Misrepresenting other users on the Network.
 - Disrupting the operation of the Network through abuse of the hardware or software.
 - Utilizing the Network maliciously through hate mail, harassment, profanity, vulgar statements or discriminatory remarks.
 - Interfering with other use of the Network.
 - Using the Network extensively for non-educational related communication.
 - Illegally installing copyrighted software.
 - Unauthorized downloading, copying, or use of licensed or copyrighted software.
 - Allowing anyone to use an account other than the account holder.
 - Intentionally damaging computer systems.
 - Using another's password.
 - Trespassing in another's folder, work or files which may be in violation of conditions dealing with students' and employees' rights to privacy.

- Reposting (forwarding) personal communication without the author's prior consent.
 - Using the Network for financial gain, for commercial activity or for any illegal activity.
 - Using the Network/Internet in an inappropriate manner not consistent with valid educational goals.
 - Using the Network in furtherance of or violation of the Student Code of Conduct.
- B. 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, and otherwise objectionable. Students will not use their District computer accounts/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information, services and features contained on District or network resources are intended for the private 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 forbidden.
- D. The District and/or Network resources are intended for the exclusive use by the registered users. The user is responsible for the use if his or 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.
- E. 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.
- F. The student may not transfer file(s), shareware, or software from information services and electronic bulletin boards without the express written permission of the Chief Information Officer of Technology. 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. In addition, the student will be liable to pay the cost of any repairs and/or additional programming required as a result of transferring file, shareware, or software from information services and electronic bulletin boards without the express written permission of the Chief Information Officer of Technology.
- G. 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 usage of the computer Network and Internet access and any and all information 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.
- H. 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 attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the users' 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, cost, 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 or her access to the computer Network and the Internet, whether that use is on a school computer or a computer outside the District Network.
- I. 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 or 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 Chief Information Officer of Technology of these changes.

INTERACT/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 go on sale approximately two weeks prior to school starting. A parking application must be filled out and all school fees must be paid prior to purchasing a permit. Applications are available in the Main Office and by the Attendance window. Students may purchase passes after school once school starts. Parking passes are sold on a yearly basis with no refunds. The parking rate for the school year will be as follows:

Permits purchased in the first trimester	\$40.00
Permits purchased in the second trimester	\$30.00
Permits purchased in the third trimester	\$20.00

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 outlined in the student code of conduct. (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.

HAZING AND BULLYING

The prohibition against hazing, 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.

Harassing, hazing, intimidating and/or bullying behavior by any student in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation and/or bullying 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 email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, harassment, intimidation or bullying 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 websites, 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 websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. 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 actions 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 harassment, hazing, intimidation and/or bullying, 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, harassment, intimidation and/or bullying 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 or bullying. 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 harassment, hazing, intimidation and/or bullying.

School Personnel Responsibilities and Intervention Strategies

1. Teachers and Other School Staff

Teachers and other school staff, who witness acts of harassment, hazing, intimidation and/or bullying, as defined above, promptly notify the building principal/designee of the event observed and file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, hazing, intimidation and/or bullying 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 promptly forwarded to the building principal/designee no later than the next school day.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, hazing, intimidation and/or bullying 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.

2. 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 harassment, hazing, intimidation and/or bullying 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. Nondisciplinary Interventions

When verified acts of harassment, hazing, intimidation and/or bullying 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 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 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.

Report to the Victim and his/her Parent or Guardian

If after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the 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.

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 harassment, hazing, intimidation and/or bullying 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 at the attendance office. However, temporary bus passes will only be issued in the event of an emergency.

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 presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with, or inhibiting the primary responsibility vested in the educational system.

Mason City School District is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The District is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools 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.

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 is 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 the 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 diagnostician. Additionally it is important to recognize that the Mason City School District is not a treatment program. Diagnosis, treatment, and after care 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 trimester, 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 some time 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

DISTRICT TRUANCY POLICY

The following is the district truancy policy that has been approved by the Superintendent and enforced by the Warren County Juvenile Court.

Effective September 2, 2000 a new truancy law went into effect. There are additional consequences beyond school discipline associated with this law. Clarification of this law is provided below.

The school is required to incorporate all of the elements of the new truancy law into its policy. In addition to school consequences for unexcused absences and tardies there are reporting requirements placed on the school and the law requires a combination of school and court interventions.

DEFINITIONS

HABITUAL TRUANT

- 5 or more consecutive unexcused absences
- 7 or more unexcused absences in one school month
- 12 or more unexcused absences in a school year

CHRONIC TRUANT

- 7 or more consecutive unexcused absences
- 10 or more unexcused absences in one school month
- 15 or more unexcused absences in a school year

School Month: consists of 4 school weeks

School Week: consists of 5 days

School Day: consists of 5.5 hours

PARENTAL RESPONSIBILITY

It is the responsibility of the parent to ensure their child's regular attendance at school. Failure to send a child to school is a violation of Ohio law.

Criminal charges can be filed against a parent/guardian/custodian of a child who is an habitual or chronic truant. These charges can be:

- Contributing
- Criminal Prohibition (Failure to send)
- Parental Educational Neglect
- Child Endangering

STUDENT'S RESPONSIBILITY

The student's responsibility is to attend school daily unless he/she has a valid excuse. Attending school is the student's job from the time he/she begins school in kindergarten through graduation.

Failure to attend may result in unruly or delinquency charges in the juvenile court.

TRUANCY INTERVENTION PROGRAM

There are four graduated intervention components to this program.

2 unexcused absences - Warning letter from the district attendance officer

5 unexcused absences - Truancy Intervention meeting with Mason and Warren Juvenile Court representatives

7 unexcused absences - Unofficial Hearing with Warren Juvenile Court representatives

9 unexcused absences - Official Hearing in Warren Juvenile Court

9 absences (excused/unexcused) - Requires **medical excuse**

MEDICAL EXCUSES

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates 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 for additional medical documentation. If, within two (2) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

SCHOOL AND COURTS RESPONSIBILITY

- To organize and coordinate communication among all persons involved
- To work as a team with the family to follow through with attendance compliance
- To provide the family with appropriate referrals to community resources

DELAYS AND CLOSING

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 cancellations and delay guidelines.

1 hour delay

All schools are delayed one hour.

- AM Kindergarten & AM Preschool begin at 10:10 am, and dismiss at 11:55 am.
- There are no delays for PM kindergarten or PM Preschool.
- Latchkey and Homework Club operate as usual.
- If delay occurs on an MHS Primetime day, MHS continues with an early release.
- If delay occurs on an MMS Early Release Day, early release is canceled.
- K-3 Morning Enrichment classes begin one hour later than usual.

2 hour delay

All schools are delayed two hours.

- AM Kindergarten & AM Preschool begin at 11:10 am, dismiss at 12:55 pm.
- PM Kindergarten & PM Preschool begin at 1:55 pm, dismiss at 3:40 pm.
- Latchkey and Homework Club operate as usual.
- If delay occurs on an MHS Primetime day, Primetime (early release) is canceled.
- If delay occurs on an MMS Early Release Day, Early Release is canceled.
- K-3 Morning Enrichment classes begin two hours later than usual.

Early Release

All schools release students early.

- Latchkey and Homework Club request that parents pick up children within an hour of parents receiving notification of intent to dismiss school 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, 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 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 CommunitySafe 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 CommunitySafe 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 POLICY

Regular attendance by all students is very important. Sometimes, it may be necessary for a student to miss school for reasons of illness, death of a relative, religion or an emergency.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work.

Parents should notify the school by phone on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. Notification must occur as early as possible the same day that the student is absent from school, but no later than 10 a.m. (2 p.m. for afternoon kindergarten/preschool students). If the school's attendance officer does not receive a call from the parent or guardian by 10 a.m., he/she will contact the parent/guardian to determine why the child is not in school. The parent(s) or other responsible person shall be notified by telephone and will be asked for student's mother's maiden name to ensure the identity of the parent/guardian. To comply with the Ohio Revised Code 3313.205, parents must provide the school with the following information: Student name, name of parent, custodial parent, guardian or legal guardian or person having charge or care of the student and their daytime phone number.

Students are considered absent for half a day after missing 91 minutes of any part of the school day. Early Dismissals of 90 minutes or less will appear on report cards and transcripts as "tardies".

Although they are encouraged to take vacation while school is out of session, students may be excused for trips or vacations, provided that prior arrangements are made with the teachers of the student(s) to complete work covered during the period of absence, and that the student's work is passing and complete to that point in time. Parents should notify the school in writing in advance of such a trip. If the trip or vacation exceeds fifteen consecutive school days, it is not considered a vacation. The parents/guardians will be requested to withdraw their child(ren) and re-enroll them with the central registrar upon their return. With both the Ohio School Laws and the district's philosophy in mind, the following attendance policy has been developed.

Perfect attendance equates to 100% attendance with no tardies and no early dismissals.

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.*

ATTENDANCE POLICY REGARDING COURSE CREDIT

In order to have the opportunity to pass a class, a student may not be absent (unexcused) from the class more than five (5) times per grade period. Students who accumulate six (6) unexcused absences per grade period will be found in violation of the attendance policy and will have earned credit(s), if any, withheld pending appeal. Students violating the attendance policy will receive an "F" for their course grade and will receive the comment "**Attendance Violation**" on their grade report. First time violators will be handled as follows:

1. Students who appeal in writing and provide proper doctor's documentation may have their credit restored for the grading period in question.

2. Students who do not appeal in writing will be placed on an attendance contract that may restore credit for the grading period in question. Students who fulfill their attendance contract will have their grades restored at the conclusion of the trimester. Failure to fulfill the attendance contract will result in the permanent loss of credit.

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.

THIRD TRIMESTER ATTENDANCE VIOLATIONS

Students who violate the attendance policy during the third trimester 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.

EXCUSED ABSENCES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Students may accumulate a maximum of 9 absences, excused or unexcused without medical documentation. Any absences in excess of 9 must be accompanied by medical excuse in order to be excused.

Reasons for which students may be excused include, but are not limited to:

1. Personal illness or doctor's appointment.
2. Illness in the family.
3. Funerals—if a student has had excessive absences (5 per trimester) or if the funeral falls on an exam date, documentation from the funeral service is required to excuse the absence.
4. Observation of a religious holiday.
5. Family emergency requiring presence at home (conditions where unusual circumstances exist).
6. Quarantine of the home—the administration will require documentation from proper authorities regarding the quarantine.
7. Certain school-sponsored activities, under the direct supervision of school personnel, will be honored as an excused absence.
8. Obtaining a driver's license—one half (1/2) day.
9. College Days—seniors and juniors will be given two (2) days to visit colleges that will not count as absences. Any college days more than two will count as absences. Any college day will count as an unexcused absence if documentation is not provided following each college visit.
10. Interviews—seniors will be permitted 1 day to interview with prospective employers. Documentation from the interview will be required.
11. Suspensions where school work is completed; however, students will not receive credit for the work completed.

UNEXCUSED ABSENCES

Students will not receive any academic credit for the period of time the absence is considered unexcused, and they will not be granted credit for missed class work, assignments, or exams.

The following are considered unexcused absences from school:

1. Missing the bus
2. Oversleeping
3. Car failure
4. Senior Portraits
5. Shopping
6. Any trip not approved in advance
7. Babysitting
8. Absence from school with no excuse offered
9. Personal reasons
10. Others that cannot be justified under Ohio School Law or the Mason High School attendance policy.

PROCEDURES FOR REPORTING ABSENCES

When a student is absent, the parent or guardian should call **336-7368** by 9 a.m. on the day of the child's absence. In the event that a parent does not contact the school by the required time, a call will be made to the student's home of parents to notify them of their child's absence. If the office does not receive a note and/or phone call prior to the beginning of the school day that the student returns, all absences will be recorded as unexcused (receiving an "F" for the day's work). If the absence is excused, the student will have the opportunity to complete all missed assignments according to the make up policy.

VACATIONS AND FAMILY TRIPS

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 family vacations during times when school is in session.

A letter notifying the attendance office of vacation should be submitted at least five (5) days in advance of the planned vacation. 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 for vacations unless they are accompanied by their parents. This rule does not change when a student becomes 18.
2. Students requesting permission for an excused vacation must ask their teachers to complete the Vacation Homework Request Form. The student should then submit that form to the principal's office before leaving for vacation. Any work given by teachers prior to the vacation must be submitted the day of return from vacation.
3. The Board excuses students from school for trips or vacations, 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 a trip, 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 a vacation 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.

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

Students are expected to be to school and in their first period classes on time. Failure to be to school on time will be recorded on a cumulative basis each trimester of the school year. Each student may be tardy two times per trimester with no penalty. After the second tardy, students will receive consequences for all tardies the remainder of the trimester. Once a student has accumulated 12 tardies to school for the year, he/she has violated the district and Warren County truancy laws and will be subject to court disciplinary action. Excused tardies to school will include the following situations:

1. Medical Appointment (doctor's documentation required)
2. Bus Problem
3. Religious Observance
4. Other reasons as judged by the principal or assistant principal

Consequences for Violating Tardy to School Policy:

2nd Tardy.....	Phone call home
3rd Tardy.....	Level I Saturday School and a phone call home
4th Tardy.....	Level II Saturday School and a phone call home
5th Tardy.....	Level II Saturday School and a phone call home
6th Tardy.....	1 day of In-School Suspension and a phone call home by the administrator
7th and Subsequent Tardies.....	2 days of In-School Suspension and a phone call home by the administrator

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

RECORDING OF ABSENCES, TARDIES, AND EARLY DISMISSALS

The following guidelines will be used to record absences, tardies, and early dismissals from school:

1 – 90 minutes (including early Dismissals)	Tardy
91 – 330 Minutes	Half Day Absent
331 – 420 minutes	Full Day Absent

MAKE-UP WORK

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are reminded that absence(s) due to suspension from school will result in loss of academic credit during the suspension. Please see the section on out of school suspension.

At the beginning of each trimester, teachers will notify students in writing of their make-up work policy for absences and field trips.

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.

MEDIA CENTER INFORMATION

The media center is a resource room that is centrally located on the 1st floor in room B125. Students may use the media center to research information, work on projects, or read.

Circulation of Materials

1. Students must use their **student ID cards** to check out items. 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, students must use their card from the previous school year.**
2. Students may check out up to four items at one time:
 - a. Books are circulated for two weeks.
 - i. May be renewed up to four more times, if there is no hold on the book or outstanding fines on this account.
 - ii. Overdue fines are charged at 10 cents a day.
 - b. Audio books are circulated for seven days.
 - i. May not be renewed.
 - ii. Overdue fines are charged at 25 cents a day.
 - c. Magazines are circulated for two days.
 - i. May be renewed one time.
 - ii. Overdue fines are charged at 25 cents a day.
 - d. Reference items are circulated for one day.
 - i. May be renewed one time.
 - ii. Overdue fines are charged at 25 cents a day.
 - e. Videos and DVDs are only circulated to staff members.
 - f. 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 item back to the media center.
 - g. Students with fines will not be allowed to check out any new materials until account balances are paid.

Online Catalog

Students may search for materials in the media center at school or from home. The library website is <http://library.mason.k12.oh.us>. From our home link, you can also find the following databases: The **Student Resource Center**, **Opposing Viewpoints**, and **INFOhio**. Should you need to access these databases from home, you will need IDs and passwords. Please stop in the media center for information.

Online Resources

The **Student Resource Center – Gold** offers easy access to content based on national curriculum standards in the form of full-text periodicals and newspapers, primary sources, creative works and multimedia. SRC is a helpful source for any research project.

Opposing Viewpoints Resource Center is an excellent source of information of today's social issues, drawing on the Opposing resource series, magazines, academic journals, newspaper articles, primary source, documents, statistics, images, podcasts, and links to Websites.

The **What Do I Read Next?** database will help students find good books to read. The database includes over 134,300 titles to suggest.

Students have access to 14 **INFOhio** resource databases at <http://www.infohio.org>. These databases include reference material in all subject areas. Encyclopedias, Dictionaries, and Newspaper databases are also available. Students may find over 6,000 magazines, most full-text in the **EBSCOhost** database. To access EBSCO, Select the Core Collection, EBSCOhost, and all Database search keys to find the magazines quickly. To use **INFOhio** databases from home you will need to use the username **think** and the password **infohio**.

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 Media Center

1. Students may visit before school. The library opens every day at 7:00 am.
2. Students may visit with a teacher.
3. Students may visit independently on a planner from a teacher, as long as there is space. Only one student per planner is acceptable.
4. Study Hall students may visit with a signed planner from a teacher. How much space that will be available for study hall students will depend on the number of classes scheduled in the media center.
5. If there is room in the media center, students may visit during their lunch time with a signed planner.
6. Students with early dismissal needing to use the media center may do so before leaving the building. Early dismissal students are not permitted to re-enter the building to use the media center and must exit the building after leaving the media center. Failure to do so will result in loss of Early Dismissal privilege.
7. Students may use the media center after school. Media center hours are M-TH 2:15-6:00pm and Fridays 2:15-4:00pm. Sometimes the media center may be close due to meetings, illness, holidays, etc. Please call the media center at 398-5025 x30200 for exact times. To call after 3:00 pm use 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 may lose the right to use the media center after school.

Media Center Procedures

1. Each student using the media center must have an educational purpose and must be actively engaged in reading, research, or homework for the entire period.
2. No food or drinks may be brought into the media center.
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 must show their planners to the media staff and sign-in on the attendance sheet.
5. One person per planner will be accepted. Extra students will be sent back to class.
6. Students are to list the computer number that they will use on the sign-in sheet.
7. After school, students must sign in and out of the media center. Once you leave the media center for more than five minutes, your computer may be reassigned to another student. The returning student will have to wait for a new computer to become available.
8. Students may not bring coats or book bags to the media center.

Consequences for Violations of the Media Center Rules

1. Students will be suspended from the media center for one week, two weeks, four weeks, one trimester or permanently, depending on the severity of the infraction.
2. Students may receive a level I or II Saturday School, depending upon the severity of the infraction.
3. Students may receive ISS or OSS.

Media Center Cell Phone Policy

Students are not permitted to have cell phones during the school day. All cell phones will be confiscated during the school day. After school, students are permitted to have cell phones with them in the media center, under the following set of rules:

1. The phone must be turned to vibrate only. No phone "rings" are permitted.
2. Students must sign out of the Media Center and use their phones in the hall. They will be permitted to return to the Media Center when their calls are completed. Failure to comply with these rules will result in the confiscation of the cell phone and possible loss of Media Center privileges.

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 and other official school sites. The district is also covered by the local newspapers, including the Pulse-Journal, Community Press, 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 this form to your child's school two weeks after school begins. **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 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.

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, drama productions, battle of the bands, etc., should complete a guest form. Forms are available in the Student Activities Office, room C220, or from the website, www.masonohioschools.com on "downloads" page.

CLINIC PURPOSE AND PROCEDURES

The school clinic is staffed by a Health Service Coordinator 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, they are to bring their 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 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. Additionally, the Health Services department offers forms specific to student medical needs, including asthma/allergies, food allergies and chronic medical conditions. These forms are available in the building clinics, on Edline or on the district's website. 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.

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 supplied by the school district. A form created by a physician's office or health care 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, gastroenteral, 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 physician's signature to carry EpiPen or Metered Dose Inhaler (per ORC 3313.718 or 3313.716).
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.

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.

DRESS CODE

The way students dress should not be a major concern nor a cause of distraction in our buildings. Students should take pride in their appearance and realize that dress is an extension of their personality and is often indicative of their attitude toward school.

With this in mind, the following conditions have been adopted for students attending our school:

1. No headwear may be worn in the building. This includes, but not limited to: hats, earmuffs, bandanas, scarves, head coverings or sunglasses (Exception: Documentation from place of worship).
2. Pants must be worn around the waist with a belt if necessary.
3. No clothing or accessories that could be interpreted as promoting hate or communicating a negative, profane or vulgar message; i.e., rebel flags, swastikas.
4. Coats or bookbags may not be carried to, or worn in, class.
5. Clothing with suggestive or derogatory pictures or phrases, or advertising alcohol, tobacco or drugs may not be worn.
6. Clothing designed to be worn as undergarments may not be visible.
7. Tank tops, shirts or blouses that leave the midriff or shoulders bare are prohibited. The cut of these tank tops, shirts, or blouses must not be low enough to show any cleavage.
8. No clothing or accessories with sexual messages – explicit or implied.
9. Shorts and skirts are to be of an acceptable length. (Fingertip rule – with arms relaxed at one's side, the fingertips should not extend past the garment in question).
10. No cutoffs, tattered clothing or jeans with holes above the knee.
11. A "Cultural" basis is not an excuse to violate the District Clothing Policy.

If a student continues to wear a hood during the school day, he/she may be asked to give the hooded sweatshirt to an administrator until the end of the day. Hoods and other coverings create a safety issue, in respect to a possible intruder in the building and identity of our students.

Staff members are asked to monitor the above, and building-level administrators will consistently enforce the code. Students deemed to be in violation of the dress code policy may be sent home to change or the parent may be contacted to provide a change of clothes or will be sent to In-School Suspension for the remainder of the day.

HALL PASSES/STUDENT PLANNERS

Every student will receive a student planner at the beginning of the year. 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.

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@mason.k12.oh.us 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 \$2.00 and \$10.00.
- A loan of \$2.00-\$5.00 will be charged a service fee of \$.25 and must be repaid within two banking days.
- A loan of \$5.01-\$10.00 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 \$2.00.
- If you have an unpaid loan and you have accumulated \$2.00 in late charges, your report card, including reports on Edline, will be held/blocked until payment is received.

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. Textbook covers are provided by the school and will be handed out by teachers. All textbooks should be covered by the end of the first week of school.

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, Dances (including Homecoming and Prom), Extracurricular events (School teams, Intramurals, Clubs), 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 Campus Supervisor's office 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.

GUIDANCE AND COUNSELING SERVICE

The general purpose of our guidance and counseling program is to enable students to better understand their abilities, aptitudes and interests. The function of our 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. 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.

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 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 trimester 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: Anyone between the ages of 14 and 18. When a student reaches the age of 18, a work permit is no longer 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: Needed when a minor is dropping out-of-school. In this case, one of the minor's parents/guardian must contact the Director of Student Services office at 398-0474 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

Mason High School's policy includes several steps. Teacher and student discussion of the situation and teacher-parental contact is mandated prior to withdrawal. During the first **five (5)** days of class the student may drop and enter another class without consequences. After the first **five (5)** days the student may drop but **not** enter another class. After **ten (10)** 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 trimester. 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 percents, 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 trimester 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.

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

ISSUANCE OF CREDIT

A credit of .5 will be awarded for each course a student takes that requires three trimesters of seat time. This would give students a reward for the amount of material covered and the additional time these courses take in their yearly schedule.

Students who attend vocational programs will be expected to earn 21 credits to be eligible to graduate from Mason City School.

PROGRESS REPORTING

One-half (.5) credit will be assigned at the successful conclusion of each trimester. Point values are assigned to each letter grade according to the following scale:

A = 4	3.50 - 4.00	O = Outstanding
B = 3	2.50 - 3.49	S = Satisfactory
C = 2	1.50 - 2.49	I = Improving
D = 1	.75 - 1.49	N = Needs improving
F = 0	.00 - .74	U = Unsatisfactory

Trimester exams are given in all courses for grades 9-12 and will be averaged as part of the trimester grade, not to exceed 15% of the total grade for the trimester.

GRADE-POINT AVERAGE

Courses taught in the health and physical education department, in the vocal music department, and in the instrumental music department will be included in the calculation of grade-point average.

When calculating grade-point average, Mason High School will award quality points for all courses as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

The grade-point average of Mason High School will be calculated using a .030 add-on for all weighted courses (Advanced Placement/Honors) for which a grade of “C” or higher is earned each trimester.

All grades earned at Mason High School will count in the calculation of the grade-point average. Grade-point averages will be calculated and rounded to two decimal places (with an elevator of .005). Post-secondary courses and courses that are audited are not calculated in the grade-point average.

CLASS RANK

In determining valedictorian and salutatorian (first and second place in class), class rank will be figured at the end of eleven trimesters. To be eligible for valedictory or salutatory honors, a student must have attended Mason High School for six trimesters, including all three trimesters of the senior year. Students who finish high school at the end of their second trimester 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 second trimester 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 11 trimesters. To be eligible for valedictory or salutatory honors, a student must have attended Mason High School for 6 trimesters, including all three trimesters of the senior year.

RECOGNITION OF LAUDE STUDENTS

At the end of the second trimester of a student's senior year (eleven trimesters), 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

GOLD CARDS/GREEN CARDS/WHITE CARDS

We recognize students who have the following grade-point averages by issuing them cards to gain them free or reduced admittance to sporting events at the high school. Gold Cards: 3.70 and above, Green Cards: 3.30 – 3.69 and White Cards: 3.00 – 3.29. These cards are issued two times per school year; in the fall and again after the first trimester.

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 any student's class standing.

PAR 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 via Edline during the 4th and 8th week of each trimester.

PARENT-TEACHER CONFERENCES

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

GRADUATION

Requirements for graduation from Mason High School shall be those stated in the high school course selection book which shall be approved by the Board of Education.

CO-CURRICULAR INFORMATION

CO-CURRICULAR PHILOSOPHY

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 co-curricular 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 co-curricular 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.

CO-CURRICULAR CODE OF CONDUCT IN SCHOOL AND COMMUNITY

Students participating in co-curricular activities must conduct themselves as mature young men and women. Participation in co-curricular 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.

1. Detention - Activity time missed due to detention will be dealt with on an individual basis by that student's activity advisor/coach.
2. Suspension from school - An infraction that results in suspension from school includes denial of participation from all activities for the same duration of time as the suspension.

CONDUCT IN AN ACTIVITY

1. Attendance - Since participating 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.

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.

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 prior to actual removal from all Extracurricular activities. 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 Community Resource Coordinator shall have jurisdiction to monitor the student’s continued compliance with the stated conditions. If the Community Resource 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 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.

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. 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.

Sale, Possession, Use, Concealment, Transfer or Delivery of Tobacco

Any student in an Extracurricular/Co-Curricular activity caught using tobacco will be denied participation in up to 10% of the regular season contests for the activity's season. This policy also applies to pre and postseason play. This penalty may carry over to the next season in which the person participates.

4. 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.

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

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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 prior to actual removal from all Extracurricular activities. 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 Community Resource Coordinator shall have jurisdiction to monitor the student's continued compliance with the stated conditions. If the Community Resource 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.

ACADEMIC ELIGIBILITY RULES

A student is academically eligible for participation in a co-curricular activity following the grading period in which that student passes, each trimester, four (4) courses with a credit value of one-half (.5) unit each, or three (3) courses with a credit value of one-half (.5) unit each, along with a physical education class.

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.

