MASON EAGLES

2017-2018

STUDENT HANDBOOK

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FROM THE ADMINISTRATION

This handbook has been written, planned and distributed to help acquaint the students of Mason School with the general plan and regulations under which this school is operative.

It is sincerely hoped that the students will refer to this handbook as a guide in planning their school activities and as a help in determining conduct to follow at given times.

It also is hoped that frequent references to this booklet will be of real help to students so that they will realize that information not contained in this booklet may be obtained from teachers and administration who, in the final analysis, are here for the benefit of the students.

The following information contained in the Mason Student Handbook includes policies for student to follow, but is not an exhaustive list of rules and regulations. There may be situations arising that are not covered by the policies in the handbook. All decisions regarding questions of students' behavior, discipline and any unforeseen occurrences and circumstances will be made by the administrator.

Cindy Swearingen, Superintendent
918-623-0231,
FAX 918-623-0884, 888-408-0321

Eddie Weaver, H.S. Principal
918-623-0107,
FAX 918-623-0147, 888-623-9399

Richard Williams, Elementary Principal
918-623-2218,
FAX 918-623-0147, 888-623-9399

MASON SCHOOL OBJECTIVES

The fundamental objectives of Mason School are to help each student:

1. To develop and maintain good physical and mental health.
2. To develop confidence in the fundamental tools of listening, speaking, reading, writing, mathematics, and the arts and sciences.
3. To think creatively, act responsibly, learn to understand the true meaning of freedom, and know we have the right to make and duty to respect and obey the laws of our land.
4. To respect and understand another's point of view so that the student can live peaceably and happily with others.
5. To develop an appreciation of the duties, responsibilities, and privileges of a world citizen.
6. To develop moral responsibility and sound ethical and moral behavior.
7. To develop criteria for selecting and practicing suitable leisure time activities.
8. To develop a respect and understanding of his/her heritage.

9. To experience wholesome social situations that will train him/her to be a contributing member of his/her country.
10. To develop saleable skills, understanding, and attitudes necessary to an intelligent and productive worker.
11. To understand how to purchase and use goods and services intelligently, understanding both the values received by the consumer and the economic consequences of his/her acts.

It then follows that in order for the teacher to assist each student to develop his/her fullest potential:

1. We must provide common experiences which will uncover potentials, interests and abilities.
2. We must accept the student where he/she is and provide experiences for their further growth so that he/she will feel "I can learn, I am learning."
3. We must provide enriching experiences for those of unusual ability which permit them to develop more deeply into fields of special interest.
4. We must set immediate and attainable goals for those with limited capacities.
5. We must constantly strive to meet our objectives and to adjust to the changing need of our students so that we will provide the best possible educational program.

JURISDICTION

The teacher of a child attending a public school shall have the same rights as a parent to control and discipline such child during the time the child is in attendance or intransit to the school or classroom. (Article VI Section 95; 1971 Oklahoma School Laws)

SEARCH AND SEIZURE LAW

The law allows school officials to have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search.

School officials also have the authority to detain and search any student (NO STRIP SEARCHING) or property in the possession of the student when he/she is on school property, on the bus, or at school functions. This authority is given to school officials if they have reason to believe the student is in possession of a dangerous weapon, drugs, alcohol, or stolen property.

TRANSPORTATION

It is the responsibility of the board of education to provide safe, warm and clean transportation for students. Drivers are required to hold a bus driver certificate from the state board of education, to keep themselves physically fit and available. They are to abide by all the rules of the road and maintain order on their buses. All incidents of misconduct are to be

reported immediately.

Bus drivers are to report all things unsafe or irregular about their buses. They are to keep records of haul mileage and expenses in books provided by and kept in the office of the superintendent.

Drivers are to have their contracts renewed annually. Drivers are to perform routine maintenance and are expected to check and clean their buses regularly.

Under no circumstances are students to be permitted to drive a school bus.

Contracted drivers with privately owned vehicles are to furnish the board of education with a copy of insurance policy.

BUS STUDENTS

Riding a school bus is much the same as being in a classroom. The driver has the same jurisdiction on the bus as the teacher does in the classroom. He/she may assign you a seat, require you to be on time, demand quiet and refuse to let you eat and drink on his/her bus. He/she is to pick you up and let you off at a designated place and no other. Any exception will have to be prearranged. All Mason students are eligible to ride buses.

The driver's only interest is to transport students safely to and from school. He/she must have your cooperation. Continued misbehavior or abuse on the bus could cause him/her to refuse to transport you any longer.

All school buses will leave the school five minutes after the dismissal bell. Buses will start their routes at such a time in the morning that they will arrive at the school not earlier than 7:45 a.m.

Students are not counted absent for the purpose of examinations if the bus fails to run the route. No tardies will be charged against the students when the bus is late.

The bus driver has been given the authority to remove any student from the bus when such student persists in disobeying regulations. However, before removing a student, the bus driver must make a report to the principal or superintendent. After consultations with the administration, then the student may be kept from riding the bus.

Between the time you board the bus in the morning and leave the bus in the evening, you are under the jurisdiction of the board of education and its employees. You are subject to their rules and regulations on the school grounds and activities, day or night. Any deviations from these rules and regulations can result in problems and wasted time for everyone concerned. Let's all work and play together.

ENROLLMENT — COURSE OF STUDY

Every student will enroll in a full course of study, not more than one period is to be devoted to P.E. or Competitive Athletics. A Required number of periods should be devoted to the basic core curriculum such as Math, Science, English and Social Studies. At the earliest possible time, High School students should select a major area and enroll in as many subjects in that field as time will allow. Students in grades 10, 11 and 12 should seek advice from teachers, counselors and administration in vocations that each has chosen.

HONOR ROLL AWARD

In order to receive an end of year honor roll certificate a student must have been in attendance at Mason School the entire school year.

GRADING SYSTEM

The scale for PK-4th grade will Be as follows:	The scale for 5th-High School will be as follows:
90-100=A	90-100=A
80-89=B	80-89=B
70-79=C	70-79=C
60-69=D	65-69=D
BELOW 60=F	BELOW 65=F

Competitive Athletics and P.E. Grades will be: S = Satisfactory and U = Unsatisfactory.

LIBRARY

1. Library books are checked out for a 2 week period.
2. If a student has an overdue book they are restricted from checking out any other library resource material until overdue account is cleared.
3. Students are responsible for the returned condition of library material checked out in their name.

G & T TRIP ATTENDANCE REQUIREMENTS

1. Attend 90% of scheduled meetings.
2. From the list that will be provided at the first G & T meeting each student will be required to complete one of the activities per each 9 week period. The 4th activity has to be completed before the G & T trip.
3. If a student does not meet these minimum trip requirements, that student will not be allowed to attend the G & T trip.
4. Any student notified that they are not allowed to attend the G & T trip must apply to the G & T chairman (Elem. Principal), to set a date for the appeal to the G & T committee. This must be made within 5 days of notification of said student not being allowed to go on the G & T trip.
5. If the G & T committee denies the appeal, the student may then appeal to the principal to be reinstated to attend the trip.
6. The decision of the principal is final.
7. G/T students will follow the OSSAA rules regarding eligibility.

MASON FFA CHAPTER OFFICER CONTRACT

Requirements

1.Pay FFA dues **on time.**
2.Participate on **at least** one judging team or give a speech.
3.Know my Parliamentary Procedure part.
4.Attend COLT Conference.
5.Participate in at least one community development project.
6.Attend the State FFA Convention.
7.Attend the Chapter FFA Banquet.

8. **Any form** of suspension from school will result in removal from office.
9. Attend **all** Chapter Meetings.
10. Respect yourself and others while you are on or at any function that has anything to do with Mason FFA on the local, state and/or national level.

This is a leadership position that is important to the succession of the Mason FFA Chapter. I_____ understand the requirements to become and remain an officer of the Mason FFA Chapter and I also understand that if I don't live up to each of the standards set forth by my advisor as well as my other chapter officers, I can and will be removed from office.

Signature _____ Date _____

DROPPING A SUBJECT

The proper procedure to drop a subject is to get special permission from the office. Any student who drops a subject without this permission will receive an "F" in that subject, and his/her parents will be notified why he/she has failed. If a subject is dropped more than two weeks after the semester begins the student will automatically receive an "F" in that subject, and it will be entered upon his/her permanent record.

WITHDRAWAL FROM CLASSES

Each student has two weeks from the beginning of each semester to change classes. Each student must have a withdrawal card from the principal's office. A teacher, through the administration, may request that a student change a class for the best interest of the student.

HIGH SCHOOL UNIT REQUIREMENTS FOR GRADUATION

Seniors must have completed twenty-six units and eight semesters of high school work. Twenty of the twenty-six units required for graduation shall be earned in the 10th, 11th, and 12th grades.

HIGH SCHOOL GRADE CLASSIFICATION

Completion of six units are required for Sophomore classification, completion of thirteen units are required for Junior classification, completion of nineteen units are required for Senior classification.

SUBJECTS REQUIRED FOR GRADUATION

Four units of Language Arts
Three units of Math. (One must be Alg. I)
Three units of Science. (One must be Biology I)
Three units of Social Studies.
- 1 unit American History,
- 1 unit U.S. Government,
- ½ unit Oklahoma History,
- 1 unit World History

Two units of the Arts
One unit of Computer Science
Ten Elective units

COLLEGE ADMISSION STANDARDS

Curricular and performance requirements for admission to colleges and universities vary and are increasing. You must check with the colleges you are considering for their requirements. Out of state colleges may vary a great deal, as well as have admission deadlines and dates. These materials are for you to use, and the counselor will assist you in gathering information. Concurrent enrollment is available to Mason students.

MASON HOMECOMING POLICIES

As adopted on November 6, 2000 by the Mason Board of Education, all candidates both boys and girls will wear dress clothing in the homecoming coronation.

HOW CANDIDATES ARE SELECTED:

All candidates boys and girls are selected from a list of O.S.S. A.A. sponsored activities and the students have to be eligible grade wise.

A ballot is prepared for each grade level. The boys on one ballot, and the girls on another.

The ninth grade boys vote for the ninth grade girls and the ninth grade girls vote for the ninth boys. (one boy one girl)

The tenth grade boys vote for the tenth grade girls and the tenth grade girls vote for the tenth grade boys. (one boy one girl)

The eleventh grade boys vote for the eleventh girls and the eleventh grade girls vote for the eleventh grade boys. (one boy one girl)

The twelfth grade boys vote for the twelfth grade girls and the twelfth grade girls vote for the twelfth grade boys. (two boys two girls)

In case of a tie on any ballot the nominees with a tie are placed on another ballot and the appropriate class members vote again.

The homecoming candidate list will consist of one ninth grade boy and one ninth grade girl. One tenth grade boy and one tenth grade girl. One eleventh grade boy and one eleventh grade girl. Two twelfth grade boys and two twelfth grade girls.

The O.S.S.A.A. boys will vote for the queen candidate

The O.S.S.A.A. girls will vote for the king candidate.

If a ballot ends in a tie the high school teachers will vote for final elimination.

King and Queen will be kept a secret until announced at he homecoming.

GRADUATION PARTICIPATION

For students to be eligible for participation in the graduation ceremony, he/she must have completed all but one of the required subjects for graduation, or at the discretion of the high school principal. The wearing of caps and gowns are required for a student to participate in the graduation ceremony. The graduation ceremony is a formal affair and proper attire will be required. The cap and gown will be worn in its original factory state and will not be altered. If the cap or gown has been altered or changed in any way the student will not be allowed to participate in the graduation ceremony.

SENIOR CAPS AND GOWNS

The money brought forward with the senior class will be used for the purchase of senior caps and gowns and other items approved by the administration.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian will be chosen from the two highest ranking students on the basis of scholastic ability. To be eligible for either Valedictorian or Salutatorian the student must have attended only Mason School their 8th or 12th grade the entire year of graduation. Scholastic ratings will be based upon the 3½ years of school work immediately preceding graduation. The final semester of the 12th or 8th grade year will not be used in computing grade point averages, except where the principal finds it necessary.

In the event of a tie between the top G.P.A.'s there will be Co-Valedictorians. The next highest G.P.A. will be chosen as the Salutatorian. In the event of a tie between the salutatorian's G.P.A.'s there will be Co-Salutatorians.

Eighth grade and senior graduation attendants will be chosen from the 7th grade (for the 8th grade) and the junior class (for the seniors). These students will be selected from the two highest G.P.A.

RULES AND REGULATIONS — SCHOOL DAYS

Mason Public School will follow the guidelines set forth by the State Department of Education regarding the required number of days or hours a student must attend school. The School Day will begin at 8:15 a.m. and end at 3:15 p.m.

DAILY SCHEDULE

The school day will consist of six 45 minute periods, one 55 minute period and a 30 minute study hall for the 5th-12th grade students. First period will begin at 8:20 a.m. Elementary lunch period is between 10:45 a.m. and 11:35 a.m. High School lunch period is 11:40 a.m. to 12:10 p.m. Seventh period ends at 3:10 p.m.

BELLS

Bells do not dismiss class, teacher do. Ample time will be given for normal in-between class routines.

ATTENDANCE

REGULAR ATTENDANCE IS A CONTRIBUTING FACTOR TO SUCCESS IN SCHOOL. Irregular attendance is the chief cause of failure and subsequent withdrawal from school.

SCHOOL WORK TAKES PRECEDENCE OVER EVERYTHING ELSE. All shopping, visiting, dental appointments and other engagements are to be planned so that parents will not request, or permit pupils to remain away from school. THE WORK OFFERED AT MASON PUBLIC SCHOOL IS BASED ON THE ASSUMPTION THAT THE STUDENT WILL BE PRESENT EVERY DAY. Experience has shown that a high quality of work is not possible with irregular attendance.

Students must attend class in order to receive credit for taking a class. Prolonged documented illness may be an exception. Any exceptions must be appealed to the respective principal.

Students who are absent, EXCUSED or UNEXCUSED more than 5 days during a 9 week period will be subject to the following grading scale: On the 6th absence the student will loose one letter grade of his or her current 9 week grade. On the 7th absence the student will lose one letter grade below the 6th absence letter grade. On the 8th absence the student will not receive credit for the grading period. For students enrolling late and who have not been in any school, the 5 days allowable will be converted into a percentage for the number left in the nine week

period. These students will be allowed only that percentage of the time that they are on roll. Students enrolling from other schools will be charged with absences accrued at their previous school. Failure is defined as a grade of 59% or if the student grade is less, the lesser grade will be entered.

EXCUSED ABSENCE: An excused absence is one due to an illness, an unavoidable medical appointment, or a death in the family. With this type of absence, students are allowed to make up the work missed under administrative and teacher supervision within a reasonable period of time.

UNEXCUSED ABSENCE: This type of absence is defined as being truant from school or for being absent other than described by excused admit type absence. Students are required to do the work missed within two days after they return to school and may be penalized 10% on work made up.

OROS ATTORNEY TERRY THOMAS APPROVED ON 6-21-04

Three tardies in each class period will be counted as an absence in that class.

ATTENDANCE AWARD

Pupils who have been neither absent nor tardy for the entire year will be given attendance certificates.

In order to qualify for perfect attendance, a student must have been in attendance at Mason School for the entire school year.

ELIGIBILITY

A student must be passing in all subjects he/she is enrolled in with a 70% average on a weekly basis to be declared eligible. If a student is not passing all subjects he/she is enrolled in with a 70% average at the end of the one week period, he/she will be placed on academic probation for the next one week period. If a student is still not attaining a 70% average in one or more classes at the end of his/her probationary one week period, he/she will be declared academically ineligible to participate in all extra-curricular activities for the next one week period. The ineligibility period will begin on Monday and will end on a Sunday. A student who has lost eligibility under this provision must attain a 70% average in all subjects he/she is enrolled in to regain eligibility.

SHOW ANIMALS

If a student is ineligible to participate in any extracurricular activity for any reason, including rules of the OSSAA, the animals owned by that student are also ineligible for any show. (OSSAA Administrator Handbook, Section 5, Pg. 11)

LATE ENROLLMENT

Perfect attendance will not be credited to students enrolling late. Absences before enrollment will be charged against students.

TARDY POLICY

Tardiness is to be recorded by the teacher, and the student should be sent to the office for an admit. Excessive tardiness will result in disciplinary action.

LEAVING SCHOOL

High school students leaving school during the school day for any reason must receive a blue permission slip from the office by bringing a note or receiving a telephone call from the parent on that day. Upon returning to school, they must get an admit from the principal's office. This applies even though a student leaves school at lunch time and is not returning that day.

Anyone requesting students to leave during school hours must make that request through the principal's or the superintendent's office, and the respective student will come to that office before final permission is given to leave.

Phone calls from a parent or legal guardian for students under the age of 18 will not release students to leave campus for anything other than a medical appointment. (Students must bring a Doctor Slip to be allowed back in school with an excused absence). If other than a medical appointment a parent or legal guardian for student under the age of 18 must come to school and sign them out in person in the appropriate office. Any deviation from this policy will have to be approved by the principal on a case by case basis.

PROMS AND BANQUETS

Proms and banquets will be held on Saturdays. No time from school will be allowed for decorating for proms and banquets, and no student will be excused early from school to prepare for proms and banquets. Final decision of prom and banquet date will be made by the class sponsors and approved by the principal no later than March 15. The junior class will only be responsible for furnishing meals for the junior and senior class, junior and senior sponsors, and their spouses. All other employees of Mason School that want to attend will have to prepay for their meals and the meal of their spouse or guest.

In accordance with the policy of the board of education, the following shall govern the Mason Junior-Senior Prom:

(1) No student younger than the 9th grade may attend the prom or any prom/banquet function.

(2) 9th and 10th graders may attend the prom only as a date/escort of a junior or senior, unless they are participating in the capacity of a server and have been selected by the junior-senior sponsors.

(3) All dates/escorts of a junior-senior that do not attend Mason Schools must have prior approval from the school administration before they may attend the prom/banquet.

FIELD TRIPS

Those riding the bus on any school sponsored field trip will include sponsors assigned by the principal, students of that class, parents of students in that class. No other children will be allowed to ride the bus on any trip.

CLASS TRIPS

Field trip rules also apply to Class Trips. Class trips will follow the OSSAA regulations on eligibility.

SENIOR CLASS TRIP

As of June 26, 2000, Mason School will no longer have a Sr. class trip. Mason will allow the Sr. class to have an end of the year class field trip. The class must go somewhere educational in nature for part of the day and then can go somewhere fun for the rest of the day. Each destination must be approved by the principal. Mason School will not allow there to be any overnight Sr. class field trips. Each student will have to earn their way to go on the class field trip by a point system which will be given to each Sr. at the beginning of each school year.

VISITORS IN CLASSROOM

Only authorized school personnel, related personnel, parents or guardians will be permitted in the classrooms during regular class hours. These visitors must obtain written authorization from the administration. All unauthorized visitors will be requested to leave.

TELEPHONE

The telephone is a business instrument. It is not to be used otherwise. You will be called to the phone if the message cannot be delivered and if

the call is from parents or close relatives only. Please explain to your parents that it interrupts an entire class when you are called from your classroom to the office for a telephone message. No personal calls are to be made on school phones unless it is an emergency.

ELECTRONIC COMMUNICATION DEVICES

It is the policy of the board of education that no student shall possess or use an electronic paging device, beeper or cellular telephone while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except that a student may possess and use an electrical paging device, beeper or, cellular phone upon prior written consent of the student's parent or guardian, and the superintendent or the superintendent's designee. Such consent will be granted only upon a showing of medical necessity or other compelling reason as determined by the superintendent.

SCHOOL LUNCH & BREAKFAST

Charges for school lunch will be .60 and breakfast will be .40 per day. The high school secretary will collect lunch money. Students need to pay for lunches and breakfast in the office at least once a month. Reduced price meals are .30 for breakfast and .40 for lunch. No person is allowed in the kitchen area unless wearing a hair restraint.

FUND RAISING SALES/CLASS FUND MONEY

All fund-raising will be done from September 1, to April 15, except for the Friday concession stands. All fund-raising will stop at this time unless extension is granted by the principal.

Selling of candy, etc. within the community should be held to a minimum. Selling of candy, etc. at school will only be allowed before school, at noon and after school. No selling will be allowed during class time or at breaks between classes. Any deviation from this must be cleared through the building principal. Sponsors are responsible for fund-raising. All money must be cycled through the proper account with the secretary of the school. All fund-raising will be scheduled through the principal's office. All fund-raising, if at all possible should only be done once a year per class or organization. Any deviation from this must be cleared through the principal. Asking for donations must be kept to a minimum. Each class KG-10* will hold in reserve a minimum of 20% of the money earned each year to send on with that particular class to the next year. Each year's beginning balance sent with the class cannot be spent until that particular class reaches their junior year. Then only 50% of the total amount sent on through the years can be spent by the junior class.

The other 50% must be saved until that particular class reaches their senior year. The money sent forward to the senior year will be spent on all seniors in the class. This will include but not be limited to: picture sitting fee, announcement deposits, senior roses, graduation reception, graduation flowers, graduation programs, etc. No money sent forward can be spent on a Sr. class trip. Class trip money has to be earned by the class during their Sr. year. (See Sr. class trip in handbook.) If a concern developes on the final bills of the senior class, then there is a possibility that 10% of total monies will be held in reserve to pay accounts outstanding.(* 8th grade may spend 100% of money raised during their eighth grade year.)

The following are the amount of fund raisers that each class or organization will be allowed to utilize each school year. Any deviation from this schedule must be approved by the principals.

CLASS	RAFFLE	CARNIVAL	CONCESSION	FUND RAISER
P.K.-7th	X	X	X	
8th	X	X	X	+1
9th-10th	X	X		
11th	X	X	X	+2
12th	X	X	X	+1
AG.	X	X		+2
ST. COUN.	X	X		+1
CHEER.	X	X	X	
4-H	X	X		

Any outside organization wishing to participate in a fund raiser activity at school will need to clear it with the elementary and H.S. principal.

LOCKERS

Each high school student will be assigned a locker at the beginning of the school year. Locker assignments are for the entire year, and exchanging of lockers is not permitted. Pupils are warned not leave articles of value or money in their lockers. You are to use your own locker only.

TEXTBOOKS

All textbooks are furnished free to you. They are purchased with school funds provided by taxpayers. They are checked out to you to use; their condition is to be noted. At the end of the year they are to be checked in (used, we hope).

Since replacement must be new, new prices will be charged for lost books. If you leave this school for another, grades will not be forwarded until all books are returned to the school office or classroom.

SCHOOL PROPERTY

School property must not be marred, defaced or destroyed. Writing on, or carving with knives or other sharp objects, on any part of the buildings, desks, or other property is absolutely prohibited. Penalty of such action is subject to the discretion of the principal.

USE OF FACILITIES

School facilities are the property of the people comprising the school district. Employees are charged with their care. It behooves us all to make the best possible use of them and to make them last. The misuse of any facilities can bring unpleasant disciplinary measures. It is acknowledged that it is not your purpose to misuse or destroy; therefore, one should report all accidental acts that may be destructive. The use of school facilities with at all times be under the supervision of a school employee.

SCHOOL EQUIPMENT

State school law will not permit the lending of school equipment. No

equipment should be removed from the school building without permission of the superintendent and then only under the direct supervision of some faculty member or other officials of the school.

IN CASE OF SUDDEN ILLNESS OR ACCIDENT

In case of sudden illness or accident resulting in injury occurring at school, the student is cared for as well as possible. The principal, teacher, secretary, or other employees will notify the parents or guardian. Every effort will be made to carry out such notification. Any student who is injured or becomes ill at school will be kept under observation and control of school personnel until the parent or another properly designated person takes charge of the patient. No student may be released from school upon his/her own request. If a student is ill, the parents will be notified as quickly as possible. If the parent cannot be reached, the family doctor will be called. If a severe emergency develops, the student should be sent to the emergency room of the nearest hospital or clinic.

STORM WARNING

The storm warning will be a long continuous bell. Students will receive instruction for the safest possible place for them to be during a severe storm.

FIRE ALARM

In case of fire, the bell will ring three short rings to sound the alarm. If the bell does not work, an announcement will be made on the intercom. All classes will exit at the nearest outside door. The teacher is responsible for the class to leave in orderly fashion and should close doors and windows before leaving the room, if at all possible. The teacher should be the last to leave the room. In case of a major fire, classes are to assemble at the baseball field.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

The Mason School District will maintain and release directory information without the parent's prior written consent according to the Family Educational Rights and Privacy Act of 1974 which permits school districts to release certain information concerning students, unless the parent - or student is over 18 - informs the district that any or all of the following information should not be released without prior consent.

The following information is designed as directory information:

- student's name, address, telephone listing, and date and place of birth;
- parent or lawful custodian's name address, and telephone listing;
- major field of study and grade level classification, (Example: elementary, seventh grade, sophomore);
- student's participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance, dates of enrollment, withdrawal, re-entry;
- diplomas, certificates, awards and honors received;

- most recent previous educational agency or institution attended by the student.

Each year this school district will give the public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten days of the official notification (the distribution of this handbook on the first day of school or on the first date of an individual student's enrollment, the information will be classified as directory information until the beginning of the next school year.

STATE DEPARTMENT OF EDUCATION
PARENTS' RIGHTS IN SPECIAL EDUCATION

As the parent/guardian/surrogate parent of a child who is receiving a formal evaluation and/or special education services, you have certain rights according to state and federal regulations. They are explained below in an abbreviated form. If you have any questions about special education services for your child or about these rights, please contact the State Department of Education, Special Education Services, 405/521-3351, or your local school/public agency.

RECORDS: You have the right to:

1. inspect and review your child's education records which shall be maintained confidentially at all stages:
2. ask for an explanation of any item in the records;
3. have a representative inspect and review the records;
4. request copies of records; the school/public agency may charge reasonable fees for copies but fees may not prevent the right to access;
5. be informed, on request, of locations of records being collected or used;
6. ask for an amendment of any record you feel is inaccurate, misleading, violates privacy rights;
7. request a hearing if the school/public agency does not voluntarily amend records about which you have concern;
8. give or withhold consent to disclose your child's records;
9. be informed of persons that have accessed the records;
10. be informed before information in your child's file is to be destroyed.

CONSENT: Your consent must be given prior to an evaluation and before initial placement is made in special education. You may withhold or revoke consent at any time, understanding that in such cases the school/public agency has the right to request a hearing to determine if your child should be evaluated or initially placed in a special education program.

PRIOR NOTICE: You must be given written prior notice a reasonable time before the school/public agency proposes or refuses to: initiate or change the identification, evaluation, or educational placement to your child or provision of a free, appropriate public education to your child. This written notice must include the following:

1. a description of the action proposed or refused by the school/public agency, explanation of why the school/public agency proposes or refuses to take the action, and a description of any options the school/public agency considered and the reasons why those options were rejected;
2. a description of each evaluation procedure, test, record, or report the school/public agency uses as a basis for the proposal or refusal; and
3. a description of any other factors which are relevant to the school's/public agency's proposal or refusal.

The notice must be in your native language or other mode of communication, unless it is clearly not feasible to do so. If you native language or other mode of communication is not a written language, the school/public agency shall take steps to ensure that:

1. the notice is translated orally or by other means to you in your native language or other mode of communication.
2. you understand the contents of the notice, and
3. there is written evidence that these responsibilities have been met.

PROTECTION IN EVALUATION PROCEDURES: Testing and evaluation materials shall be provided and administered in your child's native language or other mode of communication, unless it is clearly not feasible to do so; be validated for the specific purpose for which they are used; and be administered by trained personnel in conformance with the instructions provided by their producer. NO single procedure will be used as the sole criterion for determining an appropriate education program for your child, and the evaluation will be made by a multi-disciplinary team or group of persons, including one teacher or other specialist with knowledge in the area of suspected disability. Your child will be assessed in all areas related to the suspected disability, including, where appropriate: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities. You have the right to receive a description of each evaluation procedure, test, record, or report the school/public agency uses in this process. You have the right to have a re-evaluation conducted for your child every three years or more often if warranted or if your child's teacher requests it.

INDEPENDENT EVALUATION: You have the right to:

1. be informed where an independent evaluation may be obtained;
2. be informed of the procedures for obtaining an independent evaluation at public expense and the conditions under which such an evaluation may be obtained;
3. an independent evaluation at public expense if the school's/public agency's evaluation is determined to be in appropriate;
4. have the independent evaluation considered when placement and program decisions are made.

LEAST RESTRICTIVE ENVIRONMENT: You have the right to:

1. have your child educated with non-handicapped children to the maximum extent appropriate;
2. have your child educated in the regular educational environment

unless the nature or severity of your child's handicap is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily;
3. have a continuum of alternative placement available for consideration;
4. have placement in the school your child would attend if non-handicapped unless the individualized education program requires some other arrangement;
5. have your child provided an equal opportunity to participate in non-academic and extracurricular services and activities;
6. have consideration be given to any potential harmful affect on your child or on the quality of services your child needs.

INDIVIDUALIZED EDUCATION PROGRAM (IEP): You have the right to know that the local school/public agency shall give you the opportunity to participate in IEP development and all IEP review for your child. (300.345)

1. request an impartial due process hearing to question the identification, evaluation or placement of your child, or to question the provision of a free appropriate public education;
2. have a hearing decision from a state appointed hearing officer;
3. be told of any free or low-cost legal and other relevant services available;
4. see a statement of the qualifications of the hearing officer;
5. be advised and accompanied at the hearing by counsel and/or individuals with special knowledge or training in problems of the handicapped;
6. have your child present;
7. have the hearing open or closed to the public;
8. present evidence and confront, cross-examine, and compel the attendance of witnesses;
9. prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing;
10. have a written or electronic verbatim record of the hearing;
11. obtain written findings of fact and written decision within 45 days after the State Department of Education receives the initial request for the hearing;
12. request an appeal of the hearing decision;
13. appeal, in court, a decision from the appeal hearing officer;
14. have your child remain in his or her present education placement while the administrative proceedings are pending, unless you and the school/public agency agree otherwise;
15. request that certain fees incurred by you during these proceedings be paid by the school/public agency should you "prevail" in such proceedings, subject to the provision of the Handicapped Children's Protection Act of 1986.

HOW TO REQUEST A DUE PROCESS HEARING: A request for a due process hearing must be in writing, signed, and addressed to the local school administrator, and include your child's name, date of birth, current grade or

class placement, and the reason for challenging the identification, evaluation, placement or appropriateness of the education for your child. A copy of this request **must** also be mailed to the State Department of Education, Special Education Services, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599.

The evaluation may include assessments in:

Intelligence and Cognitive Ability
Achievement and Knowledge
Information Processing and Perceptual Functioning
Development
Adaptive Behavior
Language Development, Articulation, Voice and Fluency, and Communication
Social-Emotional Functioning
Motor Functioning

IMMUNIZATION

All students entering Mason School must have proof of the required immunization or parents must sign an exemption form for each student. This form will be provided by the school.

USE OR POSSESSION OF TOBACCO OR E-CIGARETTES

Students will not be allowed to use or have possession of Tobacco or E-cigarettes on School grounds, in School buildings, on School busses or at any extracurricular activity.

DRESS CODE

IT IS THE CONSIDERATE DUTY OF EACH STUDENT TO CONSTRUCTIVELY ADD TO EDUCATIONAL NEEDS OF HIM/HERSELF AND OTHERS. TO DISTRACT OTHERS IN THE LEARNING ENVIRONMENT WILL NOT BE PERMITTED BY UNUSUAL DRESS AND APPEARANCE. EXAMPLES OF UNACCEPTABLE CLOTHING:

1. THAT WHICH PROMOTES OR DISPLAYS:
   - A. TOBACCO
   - B. BEER
   - C. ALCOHOL
   - D. DRUGS
   - E. DRUG PARAPHERNALIA
   - F. VIOLENCE
   - G. VULGARITY
   - H. PROFANITY
   - I. SEXUAL IMPLIFICATIONS
   - J. NUDITY
   - K. E-CIGARETTS OR VAPING
2. Types of clothing not allowed:
   - A. Shorts, Skirts, Dresses and Pants.
     1. The shortest part of the garment must be at or below the middle finger when standing.
     2. Holes in garments must be at or below the middle finger when standing.
        No sagging.

B. Tops
   1. No mesh or see through
   2. Tank tops or Spaghetti straps clothing must be at least 1-1/2" wide at the top of the shoulders.
   3. Tank tops or Spaghetti straps clothing cannot show any opening under the armpit of more than 4" below the armpit with arms held out straight.

C. SHOES MUST BE WORN AT ALL TIMES

D. MISCELLANEOUS
   1. No hats, caps, bandanas or sunglasses in the buildings.
   2. No gang dress, cult dress, related symbols or colors which are worn For membership or identification.

STUDENTS NOT ABIDEING BY THE DRESS CODE WILL HAVE THEIR PARENTS CONTACTED BY A SCHOOL OFFICIAL AND THEN WILL BE SENT HOME TO CHANGE. THE STUDENT WILL BE GIVEN AN UNEXCUSED ABSENCE FOR THE TIME AWAY FROM SCHOOL.

SINCE IS WOULD BE IMPOSSIBLE TO ADDRESS ALL SITUATIONS, ALL FINAL DECISIONS REGARDING THE DRESS CODE WILL BE MADE BY THE PRINCIPAL. IF PARENTS OR SUTDENTS ARE IN DOUBT, PLEASE CALL THE PRINCIPAL.

REVISED AND ADOPTED BY THE MASON BOARD OF EDUCATION ON 6-29-2015.

TATTOOS

Temporary tattoos will not be allowed at school or any school activity, as they are a distraction, which disrupts and interferes with the education process. Such tattoos will be removed or covered with a bandaid, as it will not cause financial harm or hardship to individual students. Respective principals may take disciplinary action and/or suspend students who refuse to have the tattoo removed or covered.

All permanent tattoos must be covered at all times while at school or any school activity, as they are a distraction that disrupts and interferes with the education process. Respective principals may take disciplinary action and/or suspend students who refuse to cover a permanent tattoo.

ENTRANCES AND EXITS

Sitting in, or climbing in and out windows will not be permitted. All entrances and exits should be made through doors except in extreme emergencies.

SUSPENSION POLICY

The following policy is a basic guideline. Final decisions will be at the

discretion of the principal. Students have to follow the school policy for there to be a quality learning environment. If a student chooses not to follow school policy, then suspension will be used. On the first suspension from school the student may be sent home for five school days. On the second suspension from school, the student may be sent home from five to nine school days. On the third suspension from school the student will be sent home for a minimum of ninety school days. The third suspension could run into the next semester of any school year. Any 9 week test or semester test that needs to be taken during suspension will be done by arrangement made through the principals office. The student may re-enter school after the suspension has been completed. Students will be allowed to make up work missed only in the core subject areas. No student will be allowed to attend any extra curricular activity while on suspension.

Suspension from school will be used only in extreme cases of nonconformity to school policy. When suspension seems to be the only solution, the following procedures shall be followed:

A. Written notice of the suspension will be sent home by the student and given to the superintendent. The principal will mail or phone parents to inform them of said suspension.

B. On any suspension a student will be given:
   1. Oral or written notification of the nature of the violation and the intended punishment.
   2. Conference with the disciplinarian allowing the student time to tell his/her side of the story.
   3. If the student denies the violation, the student will be given an explanation of the evidence of the violation upon which the disciplinarian is relying.

C. When the suspension is long-term, the following procedure will be followed: the accused student will be given:
   1. Written notice of the violation, the intention to suspend, and the date, place, time, and circumstances of the hearing.
   2. Full and fair hearing before an impartial person.
   3. Right representation.
   4. Opportunity to present evidence on the accused person's behalf and to cross-examine opposing witness.
   5. Written records showing that the final decision was based on evidence.

D. According to H.B. 2335, any suspension may be appealed if there is doubt of guilt, or if the suspension seems unreasonably severe for the rule violated. When an appeal request is received by the principal, a time and place for the appeal conference will be set. In order to be impartial, the elementary principal will mediate high school appeals, and all elementary appeals will be mediated by the high school principal. At this time the disciplinary action will be sustained, rescinded, or modified. On all suspensions of 10 days or less the decision of the principal mediating will be final. On any suspension of more than 10 days, further appeals may be made to the superintendent and the Board of Education.

E. The above suspension rules also apply to busses.

SOME EXAMPLES THAT COULD LEAD TO SUSPENSION ARE:

- Fighting on or near school property.
- Flagrant disrespect of teachers or school personnel.
- Extreme dress or appearance which is disruptive to class.
- H.B. 1008: Pupils possessing an electronic paging device while on school property or in transit.
- Destruction or defacing of school property.
- Rowdy behavior or running in the building.
- Extreme display of affection.
- Sitting in cars during lunch.
- Possession of anything that might be considered a weapon.
- Truancy-stealing-gambling-profanity.
- Not attempting to learn.
- Misconduct on buses, in classroom or school grounds.
- Refusal to accept minor forms of discipline.
- Repeated offenses.
- Possession of, or distribution of pornographic materials.

SOME EXAMPLES THAT WILL LEAD TO AUTOMATIC SUSPENSIONS ARE:

Any student making verbal threats as to cause fatal injuries to any student or school employee (minimum suspension of 11 days).

Indecent acts or lewd exposure on school property or at any related school function (minimum suspension of 11 days).

Causing intentional bodily harm to a student or school employee (minimum suspension of 11 days).

Possession or use of alcohol, drugs, or intoxicating substance on school property or at any school related function (minimum suspension of 11 days).

Being under the influence of intoxicating substance on or near school property or any school related function (minimum suspension of 11 days).

Distribution or possession with the intent to distribute controlled dangerous substance on or within one thousand (1,000) feet of school property (minimum suspension of 11 days). H.B. 1442.

Having a weapon on school property or at any school related function (minimum suspension of 11 days). Article 1, Sections 4881, 1028, 1030, 1031 School Law.

Firearms Suspension Policy

Students who are gulity of the following Firearm Possession policy may be suspended out-of-school by the administration of the school or district:

Any student in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of suspension may be modified by the district superintendent on a case by case basis. For the purpose of this paragraph the term "firearm" shall mean and include all weapons as defined by 18U.S.C., section 921.

CORPORAL PUNISHMENT

If Parents wish to exempt their students from the use of corporal punishment, they must schedule an appointment with the principal to sign the appropriate forms. The following minimal procedure will be followed before corporal punishment is used.

1. Corporal punishment must be generally approved by the principal before it is used.
2. Except for those acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience, corporal punishment may never be used unless the student was informed beforehand that specific misbehavior would result in its use.
   Also, subject to the same exception, corporal punishment should never be employed as a first line of punishment.
3. Corporal punishment must be administered by a teacher or principal in the presence of another teacher or official, who must be told in the student's presence, the reason for the punishment before the punishment is administered. The student need not be afforded a formal opportunity to present his/her side to the second official (the second official's presence is required to allow the student to protest any egregiously, arbitrary or contrived application or punishment).
4. An official who has administered corporal punishment will provide the child's parents a written explanation of his/her reason and the name of the second official who was present.

PUNISHMENT

There will be a standard action of punishment as far as possible for equal same offense.

Weapons: Any student carrying a concealed weapon or exposing a weapon can be expelled from school for one year.

IN SCHOOL DETENTION PROGRAM RULES AND REGULATIONS

(1) The student must report to in-school detention (I.S.D.) no later than 8:15. Being late will add one additional day for each tardy up to three days, at which time a 3-day out-of-school suspension will be in order.

(2) The student must have **all** materials with them when they arrive: (textbooks, workbooks, paper, pencils, pens, library books, etc.). The student will not be permitted to go back to their locker. **Assignments will be provided for the student.**

(3) Talking, sleeping, chewing gum or leaving seat without permission **will not be tolerated** and **will** add additional days of I.S.D.

(4) The parent must explain any absences from in-school detention (I.S.D.) to the principal. This may be done by either telephone or in person. Notes **will not** be accepted. Unexcused absences as determined by the principal, will result in the following additional disciplinary action:

1st unexcused absence: two additional days of I.S.D.

2nd unexcused absence: three day suspension from school and the completion of I.S.D. upon return.

3rd unexcused absence: Suspension from school for the semester with loss of credit for the semester.

(5) All work must be completed to the teacher's requirements to receive credit. All work not completed will receive "0" credit. All work must be returned to the student and completed with 100% corrections in order for assignments to be considered complete.

(6) Students shall not exit the in-school detention (I.S.D.) program until assigned work is completed. If work has been completed satisfactorily students may read library books (no magazines).

(7) The in-school detention (I.S.D.) supervisor may assign additional work assignments as needed.

(8) Students will eat lunch before, between or after other lunch periods have been completed.

(9) While in detention, a student will not be eligible to participate in any extra-curricular activities.

(10) A student will not be assigned in-school detention (I.S.D.) more than 2 times in any one semester. If further disciplinary action is needed, a student may then be suspended out-of-school.

(11) Students from in-school detention (I.S.D.) will not be permitted to return to their regular classes until they have completed their I.S.D. assignment. Out-of-school suspension does not erase I.S.D. time.

(12) Non compliance of the rules and regulations from in-school detention (I.S.D.) may result in out-of-school suspension.

_____ Is being placed in in-school detention

For _____ days, beginning _____ .

I have read the rules and regulations of in-school detention (I.S.D.) and do understand the rules.

_____ _____

Student Name Parent Name

Date _____

HOUSE BILL NO 1636

Every person who, without justifiable or excusable cause, knowingly commits any assault, battery or assault and battery upon the person of school employee of a school district while such employee is in the performance of his/her duties as a school employee, is punishable by imprisonment in the county jail for a period of not exceeding six (6) months or by fine not exceeding five hundred dollars ($500.00), or by both such fine and imprisonment.

Every person who, without justifiable or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such person is in the performance of his/her duties shall upon conviction be guilty of a felony.

The provisions of this Act shall become effective October 1, 1978.

HOUSE BILL NO. 1718

It shall be unlawful for any person in attendance at an athletic or public entertainment event to project in any manner an object which could cause bodily harm to another person.

Any person violating the provisions of this section shall be subject to ejection from the event by the officials supervising the event.

A violation of this section shall be a misdemeanor punishable by a fine not exceeding one hundred dollars ($100.00).

The provisions of this section shall not apply to the participants in the athletic or other public entertainment event.

This Act shall become effective October 1, 1978.

SENATE BILL NO. 601

Every person who, without justifiable or excusable cause with intent to do bodily harm, commits any assault, battery, or assault and battery upon the person of a referee, umpire, timekeeper, coach, player, participant, official, sports reporter or any person having authority in connection with any amateur or professional athletic contest, is punishable by imprisonment in the county jail not exceeding six (6) months or by a fine not exceeding five hundred dollars ($500.00) or by both such fine and imprisonment.

PARENT-TEACHER CONFERENCES

All parent-teacher conferences must be scheduled by the principal.

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is the policy of the Mason Board of Education, that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school.

All staff is instructed to refer any question to the appropriate building principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conference (not necessarily together in the same conference)

PROFICIENCY BASED PROMOTION AND CREDIT FOR COURSES COMPLETED

The Mason Board of Education shall develop local policies, procedures, and requirements for admission, placement, promotion and retention of students of with the district. The Mason Board of Education shall also determine the local graduation requirements for students which may exceed those of the State Board of Education. Mason's Board of Education policies and procedures shall provide, as a minimum, the following provisions:

1. Proficiency Based Promotion
   A. Offered twice a school year
   B. Students must be enrolled in Mason School
   C. Students can take test in multiple areas
   D. Student must demonstrate a minimum of 90% proficiency on each test taken
   E. Further details may be obtained from the building principal
2. Credit for Courses Completed
   A. Appropriate notation shall be made for elementary or middle level students satisfactorily completing 9-12 high school curriculum areas. This course may be recorded with a grade or pass. This unit shall count toward meeting the requirements for the high school diploma.

MASON PUBLIC SCHOOLS INSTRUCTIONAL PROGRAM EXTENDED SCHOOL YEAR POLICY

It is the policy of Mason Public Schools to make an extended school year available to those children and youth who meet eligibility criteria as outlined in the State Department of Education ESY Technical Assistance manual document. The decision regarding ESY eligibility will be made on an individual basis and will not be based solely on the categorical class of the student - all students with disability will be considered for ESY services. The question of a student's need for ESY may be considered at any time and may be developed through the individualized education program process and will be provided at no cost to the parents for children and youth determined to be eligible for such services by the IEP team.

Adopted by Mason Board of Education
August 2, 1993

EXAMINATION REQUIREMENTS

All students are required to take nine weeks tests. There will be no exemptions from any test. No test will be given except at the designated time scheduled without permission from the principal. No make-up work or regular classroom work will be accepted and no test will be taken **after** the last test schedule for the nine week period without approval from the principal.

SCHOOL DANCES

Any school organization wishing to sponsor a dance must obtain permission from the principal at least two weeks in advance. The sponsor of the organization must be able to be in attendance at the dance.

Any Mason student wishing to bring someone from outside Mason School system, must submit in writing to the principal, the name, school attending, and the age of his/her one (1) guest at least one week prior to the date of the dance for approval. If the guest is not pre-approved, then the guest will not be allowed to attend.

RETENTION POLICY

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

INTERNET ACCEPTABLE USE POLICY

The board of education believes that the use of the Internet will further education by promoting the exchange of information and ideas and by providing statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resource students may locate. The school district makes no guarantees of the accuracy of information or the appropriateness of materials which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that any message or information posed on the Internet may be accessed by others for whom it is not intended.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use which violates the copyright laws.

Staff, students, and the community must agree to attend an Internet orientation which will address the issues of appropriate use of the Internet, copyright laws, Internet etiquette, and fees (if any) incurred during the use of the services. An Internet use agreement will be signed by all persons wishing to use the services provided by the school district.

Violation of the Internet Acceptable Use Policy will result in forfeiture of all Internet user privileges. Violators will also be subject to appropriate disciplinary action.

Reference: 21 O.S.§ 1040.75

CROSS REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees

Policy EFBC, Computer Use

Policy EFEA, Using Copyrighted Materials

Policy FO, Student Discipline

CHILDREN'S INTERNET AND SAFETY POLICY

Mason Public Schools will contract with the internet provider to assure that the children's internet filtering and an internet safety policy meets all standards required.

Adopted by Mason Board of Education June 3, 2002.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The board of education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applies to sexual harassment of employees. See local board policies.

BULLYING POLICY

Harassment, Intimidation and Bullying Prohibited

"Harassment, Intimidation, and Bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will:

(A) Harm another student;

(B) Damage another student's property;

(C) Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

(D) Insult or demean any student or group of students.

The aforementioned conduct constitutes harassment, intimidation, and bullying if conducted in such a way as to disrupt or interfere with the school's educational mission or the education of any student. This includes, but is not limited to gestures, written, verbal, or physical acts, or electronic communications.

"Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to a telephone, a cellular telephone or other wireless telecommunication device, or computer. Electronic communication shall be prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

FOR COMPLETE BULLYING POLICY, CONTACT SCHOOL ADMINISTRATION

ORDER TROUBLEMAKERS AWAY

In 1973, the Oklahoma legislature enacted Section 24-131 of Title 70, Oklahoma Statutes, which empowered the chief administrative officer of public schools to remove or order the removal of persons who interfere with the peaceful conduct of activities at school districts, or who commit any acts which interfere with the peaceful conduct of educational activities. The law spoke to the removal of such persons only from school buildings and school property.

In the 1995 legislative session, Section 24-131.1 was added to Title 70 to include the removal of persons from "sanctioned athletic events". The statute now also defines the "premises of the secondary school".

Therefore, current law permits the chief administrative officer, who may be the principal, superintendent, or other person in charge of the management, administration or control of any secondary school, to direct the removal of any person who, during the period of a sanctioned athletic event, conducts any act which materially and substantially interferes with the peaceful conduct of a sanctioned athletic event, including projecting an object which could cause bodily harm to another person; entering the physical boundaries of a sanctioned athletic event for the purpose of disrupting or interfering with the event; or threatening to kill or injure any person with the apparent ability to do so during the period of the athletic event; or using violent, obscene, indecent, or profane language in a manner which materially and substantially interferes with the peaceful conduct of the event.

The statute provides the refusal of such persons to remove themselves when so ordered to be a misdemeanor.

ASBESTOS STATEMENT

Dear Mason Public School Parent:

As a result of our recent building survey concerning asbestos, we have not discovered any asbestos-containing materials in the Mason School buildings.

There were some non-friable materials which have been assumed to contain asbestos but pose no immediate health risks as long as they remain non-friable.

In the interest of your future safety and in compliance with EPA and State Department of Health regulations, we will be monitoring all assumed asbestos containing building materials every six (6) months to verify that they have not become friable or damaged.

The AERA Asbestos Management Plan for the Mason Public Schools is available for viewing in the office of the Superintendent.

Should you have any questions please call the Asbestos Manager, Mason Public Schools Superintendent at the following number (918) 623-0231.

IF SENDING YOUR CHILD TO COLLEGE IS YOUR GOAL . . .
the Oklahoma a Higher Learning Access Program Can Help.

Sending your child to college may seem a long way down the road, but planning for his or her future now can help you put your child on a winning track toward a college degree. Even if you think you can't afford a college education for your child, there is still a way you can help your child go to college in Oklahoma.

How it works: The Oklahoma Legislature has set up a fund that will help pay for a student's education if his or her parents' total yearly income is not more than $50,000 (beginning Fall 2000). That program is called the Oklahoma Higher Learning Access Program (OHLAP).

Students must enroll in the program in 8th, 9th or 10th grade. Students start early so that they can get ready for college by taking high school courses that will help them do well.

Students must take certain courses and pass those courses with at least a C+ grade average (see full description of required curriculum).

Students must go to class regularly and do their homework.

Students also agree to stay out of serious trouble and away from drugs and alcohol.

What are the benefits: Once a student has completed the program's goals and graduated from an accredited high school, OHLAP will help pay the students tuition at a public two-year college, four-year university or a public technology center that offers college credit for certain programs. It will also cover at least a portion of tuition at certain private colleges and universities. The scholarship is good for up to five (5) years or until the student completes a four-year undergraduate degree, whichever comes first.

How you can help: Encourage your child to do well in his or her courses and to stay out of trouble. When your child signs up for the program in the eighth, ninth or tenth grade, you'll also sign an agreement and promise to help your child successfully reach the goals of the program.

Where to find more information: If you have any questions or need more information, you may call higher education's information hotline at 800.858.1840.

INTERNET ACCESS AGREEMENT
MASON PUBLIC SCHOOL

The following is a contract between the student, parent or guardian, and Mason Public School.

PLEASE READ CAREFULLY

Internet access provided by the school includes:

*World Wide Web *e-mail *ftp (file transfer protocol) *Telnet
*Usenet news group *and other services

The Internet is a valuable resource with nearly unlimited sources of information. Materials which are inappropriate for schools and students could be accessible. The Internet service provider, Newnet and this school, have taken extensive measures and available precautions to block access to unwanted resources and information. However, an industrious and knowledgeable user may discover ways to access in formation or services this school deems inappropriate. The following terms and conditions are designed to create a safe and controlled environment for the student.

As a student, I agree to the following terms and conditions:

*I will not be on the Internet without prior teacher permission.

NEW *I WILL NOT BE ON ANY LOCATION THAT THE SCHOOL CONSIDERS AN INTERNET CHATROOM.

*I will not use the Internet for transmission of any material in violation of any federal or state regulations. Transmission of copyrighted material, threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.

*I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.

*I will not give my home address, address of my school, or phone number, or any personal information about myself or any other student or school personnel to anyone via the Internet.

*I understand the use of e-mail or any other communications over the Internet are not private, any messages related to or in support of illegal activities may be reported to authorities.

*I will not use the Internet in a way that would disrupt the use of the network by others.

*I will respect the trademark and copyrights of materials on the Internet, and assume anything accessed via the network is private property.

*The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.

*If you discover any way to access unauthorized information or defeat any security measures you must inform the administrator immediately. You must not share any unauthorized information with any other users.

*Vandalism of any kind is prohibited.

*These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

*I understand access to the Internet through my school is a privilege. School authorities and system administrators can deny student access to the Internet at any time, and their decisions are final.

MASON SCHOOL

CREDIT RECOVERY FOR H.S. DIPLOMAS

ACCORDING TO STATE LAW SEC. 94, ANY PERSON WHO IS 21 YEARS OF AGE OR OLDER AND WHO HAS NOT COMPLETED THE REQUIREMENTS FOR A H.S. DIPLOMA OR RECEIVED A GED, UPON APPLICATION TO AN INDEPENDENT SCHOOL DISTRICT MAY BE GIVEN THE OPPORTUNITY TO COMPLETE THE REQUIREMENTS FOR AND RECEIVE A REGULAR H.S. DIPLOMA.

THE FOLLOWING WILL BE THE GENERAL CRITERIA FOR BEING ADMITTED INTO THE MASON CREDIT RECOVERY PROGRAM.

1. MINIMUM OF 21 YEARS OF AGE.
2. NOT PASSED A GED PROGRAM OR COMPLETED ANY PROGRAM THAT WOULD BE CONSIDERED EQUIVALENT TO A H.S. DIPLOMA.

THE FOLLOWING WILL BE THE GENERAL CRITERIA FOR RECEIVING A H.S. DIPLOMA.

1. PURCHASING AND COMPLETING THE CORE COURSE WORK FROM AN APPROVED CREDIT RECOVERY PROGRAM.
   - A. ONLINE COURSES
   - B. INDEPENDENT CREDIT RECOVERY COURSES
2. SCORE AT LEAST A 70% ON COURSE WORK
3. COMPLETE ONLY THE AMOUNT OF CREDITS THAT WERE REQUIRED FOR A DIPLOMA WHEN YOU SHOULD HAVE GRADUATED.
4. ELECTIVE CREDITS MAY BE AWARDED THROUGH LIFE SKILLS, WORK HABITS, TRAINING RECEIVED FOR WORK ADVANCEMENTS, OR OTHERS THAT MAY BE DEEMED RELEVANT. (THE AMOUNT OF ELECTIVE CREDIT ALLOWED WILL BE DETERMINED BY THE MASON HIGH SCHOOL PRINCIPAL)
5. THERE WILL BE NO TRANSCRIPTION FEE CHARGED BY MASON SCHOOL FOR ENTERING INFORMATION ON THE TRANSCRIPTS OR FOR GETTING THE DIPLOMA FOR THE STUDENT. (THE STUDENT IS RESPONSIBLE FOR PAYING FOR THE ORDERED COURSE WORK.)
6. UPON COMPLETION OF THE CREDIT RECOVERY PROGRAM, A MASON H.S. DIPLOMA WILL BE AWARDED.
7. THE CORE COURSE WORK NEEDED TO BE COMPLETED WILL BE DETERMINED BY WHAT WAS REQUIRED WHEN YOU SHOULD HAVE GRADUATED.
8. CORE COURSE WILL BE DEFINED AS LANGUAGE ARTS/WRITING, SOCIAL STUDIES, SCIENCE, AND MATHEMATICS.

BOARD PRESIDENT	BOARD CLERK
SUPERINTENDENT	DATE APPROVED

ACTIVITY TRANSPORTATION POLICY

STUDENTS WILL ABIDE BY THE FOLLOWING RULE ON ANY ACTIVITY MASON SCHOOL SPONSORS AND/ OR TRANSPORTS STUDENTS TO AND FROM ACTIVITY. NO STUDENT WILL BE ALLOWED TO LEAVE THE EVENT EXCEPT WITH THEIR PARENT OR GUARDIAN. ALL STUDENTS WANTING TO LEAVE THE EVENT MUST BE SIGNED OUT THROUGH THE SPONSOR OR THE COACH OF SAID EVENT. ***NO NOTES OR PHONE CALLS WILL BE ACCEPTED BY THE SPONSOR OR COACH, TO RELEASE THE STUDENT TO ANYONE.***

ANY STUDENT OR PARENT NOT WANTING TO ABIDE BY THIS POLICY WILL FORFEIT THE STUDENTS RIGHTS TO PARTICIPATE IN ANY EXTRACURRICULAR EVENT.

ONLY IN THE MOST EXTREME CASES WILL THIS POLICY NOT BE IN FULL FORCE. ANY DEVIATION FROM THIS POLICY MUST BE CLEARED THROUGH THE PRINCIPAL.

JERRY BOGLE	**EDDIE WEAVER**	**RICHARD WILLIAMS**
SUPERINTENDENT	**H.S. PRINCIPAL**	**ELEM. PRINCIPAL**

THE ABOVE STATEMENT IS GIVEN TO ALL STUDENTS THAT PARTICIPATE IN ANY SCHOOL SPONSORED ACTIVITY AT THE BEGINNING OF EACH YEAR. IT WAS AGAIN GIVEN APPROVAL BY THE BOARD ON OCT. 3RD 2005. THE ABOVE RULE IS FOR THE SAFETY OF YOUR CHILD AS WELL AS THE PROTECTION OF THE SCHOOL DISTRICT.

DEAR PARENT OR GUARDIAN,

PLEASE READ THE ABOVE RULE. THEN SIGN THE BLANK BELOW WHICH STATES THAT YOU AS THE PARENT OR GUARDIAN AND YOUR CHILD WILL FOLLOW THE ABOVE RULE OF MASON SCHOOL.

I HAVE READ THE ABOVE RULE AND AGREE TO FOLLOW THE ABOVE RULE. (IF YOU AS THE PARENT OR GUARDIAN CHOOSE NOT TO FOLLOW THE RULES SET FORTH, THEN PLEASE REFER TO PARAGRAPH #2). WE REQUIRE THIS SIGNED STATEMENT BACK IN THE OFFICE BY NO LATER THAN ONE WEEK AFTER START DATE OF SCHOOL, OR YOUR STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN SCHOOL SPONSORED ACTIVITIES.

_____ _____

PARENT/GUARDIAN SIGNATURE STUDENTS NAME