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STUDENT REFERENCE 2010-2011

MASON CITY HIGH SCHOOL

**T.J. Jumper, Director of Secondary Programs
Robert Kenny, Activities Director
Jerrold Siglin, Assistant Principal
, Dean of Students**

**1700 Fourth Street SE
Mason City, IA 50401**

Telephone: 421-4436

This reference belongs to:

Name: _____

Address: _____

City: _____ **Zip:** _____

Phone: _____

Advisor: _____ **Locker No.** _____

Mission Statement:

To provide a quality education for all in a caring and responsive environment.

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Student/Parent Handbook Planner 2010-2011

I have read, understood, and will abide by the rules and regulations of Mason City High School as established by the Student Handbook Planner endorsed by the Mason City Community School Board.

Student Signature _____ Date _____

Teacher Initial _____

Good Conduct Policy 2010-2011

I have read, understood, and will abide by the rules and regulations of Mason City High School as established by the Good Conduct Policy for extra curricular activities endorsed by the Mason City Community School Board.

Student Signature _____ Date _____

Teacher Initial _____

Student Internet Access 2010-2011

I have read, understood, and will abide by the rules and regulations of Computer Internet Use endorsed by Mason City High School and the Community School Board. I understand the copyright laws and responsibility for appropriate usage. As a parent, I give permission for my son/daughter to use the Internet at Mason City High School.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Search and Seizure Notification 2010-2011

In order to maintain a safe and orderly environment at Mason City High School, school officials may deem it necessary to conduct searches within the confines of the school campus. These searches would include classrooms, lockers, bags and/or purses, vehicles, and persons. Parents and students are hereby notified of the use of a drug dog, in cooperation with law enforcement, in making every attempt to maintain the safety of all who attend Mason City High School.

Student Signature _____ Date _____

Parent Signature _____ Date _____

ABSENCE NOTIFICATION PROCEDURES

All absences that can reasonably be known in advance should be taken care of by calling the attendance secretary's 24-hour phone line (421-4430) who will notify the principal or associate principal of the impending absence. All work should be arranged for or made-up before the absence if possible.

Students are not to leave the building without securing permission from an administrator, nurse or secretary in the office. Any student who becomes sick at school and needs to leave must check out through the school nurse or the high school office. Failure to do so will result in an unexcused absence.

When a student is going to be absent from school, the parent or guardian must call the school attendance office (421-4430) and report the absence before the absence occurs, whenever possible. Students are not permitted to call in their absences and identify themselves as their parents. If this is done, disciplinary action may be taken. Calls can be received by the school on a 24 hour basis through the use of a telephone recording device. If parents anticipate the absence of their student will exceed one day, they should so indicate during their first call. If the parent cannot call the school excusing the student prior to the absence, a call should be made to the school within 48 hours of the absence. Absences not verified within the 48 hour period will revert to an unexcused absence.

ABSENCE - ATTENDANCE INFORMATION

In order to receive the maximum benefit from the instructional program, Mason City High School students are expected to attend school and classes regularly and promptly.

Attendance is a shared responsibility requiring cooperation and communication among students, parents and school. Parents are asked to call school each day their student will not be attending school. (See Notification Procedures which follow in this section.) **It is the parent's prerogative to determine whether or not their child attends school on a specific day. It is the prerogative of the school district to determine whether or not that absence is excused.**

ABSENCE TYPES:

Absence, Excused

The administration recognizes that student absences are sometimes necessary. Therefore, the following absences from school will be considered excused.

1. Personal illness or accident.
2. Death or serious illness/injury in the immediate family, household, or close friendships.
3. Medical/dental or business appointments which cannot be made other than during school time.

4. Family vacations which have been given prior approval by the building principal. Assigned work should be completed prior to the student leaving on vacation.
5. Recognized religious observances.
6. Other compelling situations which might be approved by the principal if suitable reasons are submitted.

It is recognized, however, that a student's absence, even though excused, still affects the student's education. Efforts should be made by both students and parents to minimize the number of excused absences. These absences would be considered as part of the attendance requirements as stipulated in the Absence Policy.

Absence, Unexcused

The term "unexcused absence" means an absence from a regularly scheduled class period(s) which has been determined as unexcused by the building administrator using the following criteria:

1. Absences without the permission of the parents/guardians and/or school.
2. Shopping trips
3. Family vacations which have not been given prior approval by the building principal.
4. Work outside of school (either for parent or other) when not approved in advance by the building administrator.
5. Leaving school without checking out through the nurse's office and without administrator approval.
6. Concerts, preparation for or participation in parties and other celebrations that are not school sponsored.
7. Unexcused tardiness to class that results in the student missing more than 5 minutes of the instructional period. These absences would be considered as part of the attendance requirements as stipulated in the Absence Policy.
8. Senior pictures.
9. Vacations not with family members.

When the student's absence is caused by a suspension or expulsion, such absence will be treated as an administrative absence and is excused.

ABSENCES PHYSICAL EDUCATION CLASSES

Students who are excused from school and consequently miss their physical education class may make-up their class within two weeks following the absence. Since participation is a critical element in the grading procedure, students are encouraged to attend class on a regular basis and make-up all absences in a timely manner.

To be excused from physical education a student must bring an excuse from a doctor or apply and be approved for a medical and/or religious exemption. The procedure must be followed whether the absence is for one day, a quarter, a semester or the entire year. All medical excuses must first be taken, by the student, to the nurse's office and then to the physical education instructor before the excuse becomes valid. The instructor will then adapt activities so the student may complete their physical education credit.

Every student must enroll and have physical education listed on his/her schedule. (See Mason City District Policy Code 603.6) All students will receive a grade in physical education. Students exempted from physical education because of medical and/or religious reasons will not receive credit nor a grade for the length of the exemption. All students need four credits of physical education to meet the graduation requirements unless a medical and/or religious exemption has been granted.

ABSENCES, SCHOOL SPONSORED

School sponsored activities may necessitate absences from classes. Students should notify the classroom teacher one day prior to their absence. Projects or scheduled assessments due on the day of a school sponsored absence must be submitted or completed immediately upon the student's return to class. Assignments given the day before or the day of a school sponsored absence will be given two days for completion following the student's return to class.

ABSENCES, PROCEDURES FOR EXCESSIVE

Students wishing to earn credit for courses taken at the high school should not exceed a total of nine (9) absences (excused or combinations of excused and unexcused) from regularly scheduled classes during a semester (which represents 10% of the required days per semester). The following absences are exempt from the policy covering student classroom attendance requirements and should not be counted as part of the excessive absences. It is important that parents contact the administration immediately when these situations occur .

1. Extended illness or accident, which requires extended care. A general rule of thumb is any student absence due to illness that goes beyond 4 to 5 continuous school days.
2. Recurring illness: any medically verified illness, disease, or condition which causes the student to miss school on a regularly.
3. Death or serious illness/injury in the immediate family or house hold.
4. Attendance at a school sponsored and supervised activity when class requirements have been completed by the student in advance.
5. Any absence approved exempt by the administration.

All absences exempt from the attendance policy require parental notification and administrator approval.

1. After six (6) absences the counseling center will notify parents by letter of the student's absences and remind them of the school attendance policy.
2. After eight (8) absences the building administrator/designee will:
 - a. Conference with the student informing them of the consequences of continued class absences.
 - b. Parent notification through details of Power School will be sent home by mail. This "probationary status" warning is sent to the parent/guardian to indicate potential removal from class.
3. After ten (10) absences from class the building administrator/designee will:
 - a. Inform the student and parents/guardians of subsequent removal from the course unless medical verification can be given to administration.
 - b. Should the student fall below the minimum load of 4 academic credits, they will be referred to the Assistant Superintendent on an interim to determine additional action.

Should it become necessary to remove a student from a course due to excessive absences, the student will be assigned to study hall in lieu of attending the class for the balance of the semester. The student will forfeit the opportunity to earn credit for the course.

Students are expected to carry a minimum load of 5 academic credits per semester. Students assigned to the StAR Center (High School), or on interim suspension; or in the Alternative School, will be dealt with on an individual basis.

ABSENCES, PROCEDURES FOR UNEXCUSED

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the educational program. Students shall attend school unless excused by the principal of their attendance center (B.O.E. 501.10). The term "unexcused absence" means an absence from a regularly scheduled class period(s) which has been determined as unexcused by the building administrator.

Any change of an unexcused absence must be made within 48 hours of the parent notification of the absence (School Messenger) (B.O.E. 501.10R2)

- I. After the first unexcused absence:
 - A. Student and parent will be notified by School Messenger.
 - B. Student will be informed by the high school office of School Board Policy.

- II. After the fourth unexcused absence:
- A. Student will be informed by the high school office.
 - B. Administration will make contact with parent/guardian by telephone, mail or scheduled conference with parent.
- III. After the sixth unexcused absence:
- A. Administration will notify student of removal from class, with an F (if failing at the time) or WD (if passing at the time). Students enrolled in PFP or Mixed Chorus will be removed from class after the 3rd unexcused absence since this class does not meet every day.
 - B. If said student drops below the 5 credits needed to maintain full-time status, referral to the StAR program will take place.
 - C. If said student drops below the 5 credits needed to maintain full-time status, they will be referred to the Principal to determine additional action.

ANY CHANGE OF AN UNEXCUSED ABSENCE BY A PARENT MUST OCCUR WITHIN 48 HOURS OF THE UNEXCUSED ABSENCE.

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

Overall Intent

To implement and follow the regulations and intent of Chapter 102 while making every attempt to protect the rights and dignity of the district's students, staff and patrons.

Filing of Reports/Complaints

Any person who has knowledge of an incident of abuse (physical or sexual as defined by Chapter 102) of a student by a school employee may file a report with the designated investigator. Reports must be in writing, witnessed, and filed with the level one investigator or alternate. Forms will be available at the Superintendent's office or from the level one investigator or alternate.

Level One Investigator

For the current school year, the designated investigator is:

Level One: Connie Stille
Telephone: 1-800-392-6640

Level Two Investigator

The Board will contract with a Level Two investigator each year.

Duties and Responsibilities of Investigators

*To receive reports and assist complainants when necessary.

*To conduct the initial investigation of the alleged abuse and to take whatever action the investigator deems appropriate under the law. Specifically, if in the opinion of the investigator, the student would be placed in imminent danger if

continued contact is permitted between the school employee and the student, the following options will be available:

- a. Temporary removal of the student from contact with the school employee.
- b. Temporary removal of the school employee from service.
- c. Any other appropriate action permissible under Iowa law to insure the student's safety.

In addition, the investigators appointed and retained by the school district shall have access to any educational records of a student who is named victim of alleged abuse and access to the student for purposes of interviewing and investigating the allegation.

School Employees and the Receipt of Reports

Any report of an alleged abuse received by an employee is to be referred immediately to the level one investigator or alternate. The employee is specifically prohibited from revealing the existence or content of the report to any other person.

ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL DISTRICT

A student shall not intentionally cause or threaten serious bodily injury to any person:

1. On school grounds during or immediately before or after school hours;
2. On school grounds or at any other time when the school is being used by a school group;
3. Off the school grounds at a school activity, function or event;
4. In any building or classroom owned, leased, or borrowed by the school district.

Neither self-defense or the action taken in reasonable belief that action was necessary to protect another person shall be considered an "intentional act." Students involved in conduct of this nature either before or after school or during the noon hour on school property or in any area that reflects on the high school will be suspended.

ACADEMIC ELIGIBILITY FOR ACTIVITIES

Students that are involved in athletics, vocal music, instrumental music, speech, drama, cheerleading, dance, and other school activities are mandated by the state to maintain minimum levels of academic achievement in order to participate. The complete rule for students participating in athletics can be found on the following website: www.ighsau.org under the category-Policy/Guidance Updates-Guidance on Scholarship rule 36.15(2). For those students participating in athletics as well as other extra and co curricular activities, the following rules will apply:

Activity / Program	Requirement	Penalty
Athletics	Pass all classes in any previous semester	Ineligible for first period of 30 consecutive calendar days in the interscholastic event in which the student is a contestant.
Music/Speech, Cheerleading/ Dance	Pass all classes in any previous semester	30 school days of ineligibility from any public performances beginning with the first school day of the next semester
Clubs/ Organizations	Pass all classes in any previous semester	30 school days of ineligibility from performances/competitions beginning with the first school day of the next semester.

ACTIVITY PARTICIPATION

Students who miss part of the school day due to illness must be in attendance at school by 4th period (checked into the office by 11:00 a.m.) in order to participate in a contest or practice on that day. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the principal. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is an excused absence.

ADMIT SLIPS

Admits will be necessary only if the student needs to verify an excused absence that was not excused on the teachers excused absence list. Parents that do not notify the attendance office prior to or on the day of a student's absence will place the responsibility on their son/daughter to verify their absence with their respective teachers. The absence will remain unexcused until the student presents an admit to their teachers.

“Alma Mater” for MCHS

Our strong bond formed by thee, oh Mason City High.
A grave vow, Alma Mater: We'll love and honor thee.
Through time and space will memories dim, our loyalty lives on.
We're proud to say we're Mohawks all, fond of the red and black.
Our strong bond shall live evermore, oh Mason City High.

APPEAL PROCEDURES

The following procedures shall be followed in implementing and enforcing the Good Conduct Policy and supporting rules and regulations. All appeal proceedings short of the Board of Education will be conducted informally, with the purpose of providing students and their representatives opportunities to provide additional or new information about the alleged violation(s).

1. A student who is found to be in violation of the Good Conduct Policy or rules and regulations shall have the right to request a hearing before the building principal. This request for a hearing shall be in writing,

made by the student or an appropriate representative of the student on his/her behalf and shall be personally delivered to the student's principal within three days following receipt of the notice of suspension.

A hearing on the request shall be held as soon as possible following the filing of a student's written request. Prior to the hearing, the student's principal shall furnish the following, in writing, to the student or his/her representative:

- a. Date, time, and place for hearing.
 - b. A short statement summarizing the substance of the allegation(s) of violation(s) against the student and source(s) of those allegations.
 - c. The right to have parent(s), legal guardian, and/or legal counsel present at the hearing.
 - d. The opportunity to present witnesses and other evidence in response to the allegations.
 - e. The range of penalties for the violation(s).
2. The filing of a notice of appeal shall not stay the imposition of the suspension of student eligibility from student activities.
 3. If the principal affirms the decision which establishes a suspension of student eligibility, the penalty will be carried out from the date set by the principal.
 4. If the student or the student's representative elects, he/she may further appeal the decision of the principal to the Superintendent of Schools by certified mail or by delivering the request to the Superintendent's office, not more than five days after the date of the decision of the principal.
 5. An appeal to the Superintendent of Schools shall be heard and considered by the Superintendent as follows. The Superintendent shall set a time and place for hearing and promptly advise the student or that student's representative. Both the principal, or the principal's designee, and the student shall be permitted to present evidence and testimony of witnesses at the hearing. The Superintendent shall conduct the hearing, but shall make at least a tape recording for use by the Board of Education if there is an additional appeal. Within ten days after the hearing, the Superintendent will render a written decision to the principal, who will send a copy to the student or the student's representative by certified mail.
 6. A student or the student's representative may appeal the

Superintendent's decision to the Board of Education of the district by a written notice of appeal delivered to or mailed by certified mail to the Superintendent's office not more than ten days after the mailing of the Superintendent's decision.

7. When an appeal is made to the Board of Education, a hearing shall be conducted. The Superintendent, the student, or the student's representative may request the hearing before the Board be held in closed session. The Board may determine by affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it is an exceptional reason so compelling as to override the general public policy in favor of public meetings and hold the hearing in closed session. At the conclusion of the hearing, the Board of Education shall make its decision (which must be made by a majority vote of its members present taken by roll call) to declare ineligible or to reinstate the student in activities. Such decision shall be made on a case by case basis.

ARRIVAL AT SCHOOL

The normal starting time for first period class is 8:35 a.m. Students are to be in their seat in the classroom at the start of class or the student is considered tardy. Students arriving early to school should proceed directly to one of these areas: (a) commons; (b) cafeteria; (c) information center; (d) a classroom; (e) or the courtyard, weather permitting, during the first (1st) and fourth (4th) quarters. Students are to enter the building **immediately** upon arrival at school. Students are not to loiter in the parking lot.

BAD WEATHER CONDITIONS/SCHEDULE

If school is canceled or delayed due to an emergency or bad weather, an announcement of this will be made over a variety of radio stations as early as possible in the morning. See the daily schedule for details. When school is in session, all students living in Mason City or areas serviced by Mason City Community School buses are expected to attend. Parents and students are asked not to call school during emergencies or storm conditions as it is important to keep telephones open for emergency calls as much as possible.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students must follow the directions of the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the authority to discipline a student and may notify an administrator of a student's inappropriate bus conduct.

CAFETERIA/FOOD/DRINK

The cafeteria is intended to be a clean and friendly place where students are to conduct themselves properly. Students are expected to return trays and trash to the proper place when finished (not leave them on tables.) Students should be considerate of others and leave the table as you would like to find it. For reasons of sanitation, students are not to eat lunch in any part of the building other than the cafeteria. Students are permitted to "brown bag" their lunch if eaten in the cafeteria, but can not bring pop with their lunch. Water in a clear container is allowed throughout the building. Students involved in throwing food or beverages in the cafeteria will be subject to suspension and restitution (cleaning duties.) **Students should also be aware that theft in the cafeteria will be prosecuted.**

CAMPUS PRIVILEGES

Freshmen, sophomores and juniors are required to be in the building, in assigned areas, at all times during school operating hours. Upperclassmen, who knowingly violate campus privileges by taking underclassmen off campus, or to unauthorized areas on campus, will be subject to the same punishment as the underclassmen. Exceptions to this rule would be as follows:

- 1) The student is attending a school related function that is not on the Mason City High School campus.
- 2) The student has an excused absence from school.
- 3) The student has obtained permission to leave the school campus from the Principal, Associate Principal or the nurse.
- 4) Students involved in job training, shared career programs, PSEO classes or designated on their IEP.
- 5) Those with Junior status who are in good standing (academic and attendance) may leave campus during their assigned one lunch period. (22 credits/+ 2 years attendance/up to date portfolio)

Ninth and tenth grade students are not allowed outside the school building during the school day (except during lunch in the cafeteria courtyard.) Students will be subject to disciplinary action if found in violation.

Seniors who have the privilege of open campus may use the IC, open labs and classrooms for study if arrangements have been made with teachers. Students who choose to stay in the building during open campus can not sit in the commons. Students may only be in the commons during the last ten minutes of a class period.

CHAPTER 103

AEA 267 Instructional Program Policy Supporting the Revised Iowa Code 281-Chapter 103
February 2, 2009

1. Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation and a comfortable temperature and students are allowed reasonable break period to attend to bodily needs (this does not include sleep).
2. The area will be adequately supervised and able to leave the area during an emergency.
3. The room will be free of dangerous objects or instruments.
4. Revised Iowa Code 281-Chapter 103 applies to all students.
5. Material restraints will not be utilized.
6. Adult supervision is maintained in all areas used for student behavior intervention.
7. Physical restraint, confinements, and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to school behavior management system).
8. Physical restraints will only be utilized to keep the students, staff, and property safe.
9. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.
10. School staff will receive adequate and periodic training prior to using physical restraints.
11. Parents/guardians will receive notification of behavior intervention.
12. The special school building principal has a copy of Iowa Code 281 – Chapter 103 which is available for parent review.
13. Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student's egress was physically prevented.

CELLULAR PHONES

With the increased usage of cellular telephones, there exist several potential problems in the school environment which compromise student safety, academic integrity and physical well-being for all. Therefore, cell phones will only be permitted in the building after the announcements have been read at the end of the school day. Cell phones are never permitted in classrooms, locker rooms, or restrooms. Cell phones are also not permitted in the courtyard. Students who have cell phones out or whose phones ring, vibrate, or disrupt the learning environment prior to the end of the school day will have them confiscated, and **returned only to the parent/guardian. Once confiscated, the student may not have the phone returned by the parent for the rest of the day.**

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at

another student's schoolwork, copying other's work, copying from other sources (plagiarism) is not tolerated. Disciplinary action may include the loss of class credit.

CLASS STATUS

The number of credits earned and satisfactory completion of portfolio artifacts and reflections will determine each student's class status. (11 credits + 3 artifacts and reflective essays to be considered a sophomore; 22 credits + 6 artifacts and reflective essays to be considered a junior; 33 credits + 9 artifacts and reflective essays to be considered a senior.) Students must have at least two years of attendance at the high school in order to be eligible for any off campus privileges.

DAILY SCHEDULE

MCHS Class Schedule Monday through Friday

Q.U.I.C.K Time	8:00-8:30	30 Minutes		
Period 1	8:35-9:26	51 Minutes		
Period 2	9:31-10:22	51 Minutes		
Period 3	10:27-11:18	51 Minutes		(AM Announcements)
Period 4	11:23-12:43	80 Minutes		
	A Lunch	11:23-11:53	Lunch	30 Minutes	(Bell at 11:48)
		11:53-12:43	Class	50 Minutes	
	B Lunch	11:23-11:48	Class	25 Minutes	
		11:48-12:18	Lunch	30 Minutes	(Bell at 12:13)
		12:18-12:43	Class	25 Minutes	
	C Lunch	11:23-12:13	Class	50 Minutes	
		12:13-12:43	Lunch	30 Minutes	
Period 5	12:48-1:38	50 Minutes		
Period 6	1:43-2:34	51 Minutes		
Period 7	2:39-3:30	51 Minutes		(PM Announcements)

Weather Related Early Dismissal/Late Arrival

Early Dismissals:	
1 Hour Early	No period 7, Period 6 out at 2:30
2 Hours Early:	No periods 6 & 7, Period 5 out at 1:30
Late Arrival:	
1 Hour Late	Begin with period 2 at 9:35 Follow normal schedule
2 Hours Late	No Period 1 & 2. Begin with period 3 at 10:35 Follow normal schedule

DAMAGE OR DESTRUCTION OF PROPERTY

A student shall not intentionally cause or attempt to cause damage to either private or school-owned property. This includes both vandalism and theft. Students involved in this type of behavior will be expected to make appropriate reimbursement for loss and/or damage. In addition to suspension, expulsion procedures may be considered. School officials will solicit the aid of the appropriate law enforcement agencies in dealing with instances of this nature.

DANCE EXPECTATIONS

Bags and coats are not allowed in any dances. Students are not allowed to leave any dance and then return. Students are allowed to bring registered guests to dances. Students must sign up guests in the office prior to any event. Guests must be approved after sign up and may be required to produce a photo ID for admittance. The maximum age of any guest/date is 20 years old. No middle school students may attend. Appropriate dancing is expected at all school sponsored dances. Students will be given only one warning by chaperones, and then will be directed to leave if inappropriate behavior continues. Due to the fact that "grinding" or back-to-front dancing presents the most problems, all back-to-front dancing and "grind" dancing is prohibited. Any other dancing that is considered explicit or overly sexual by chaperones will be considered inappropriate as well. A ticket and/or CURRENT MCHS identification card must be presented to be admitted to the event.

All students and guests entering school dances will be subject to an alcohol breath test prior to admission.

DANGEROUS WEAPONS IN THE SCHOOL

"Weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment. They also threaten the health and safety of students, employees, and visitors on school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are under the supervisions of the school district.

Parents/guardians of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon

which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. Authorized persons may display weapons or other dangerous objects for educational purposes if they have secured written approval in advance from the building principal. Such a display shall also be exempt from this policy. It shall be the responsibility of the Superintendent, in conjunction with the administrative team members, to develop administrative regulations regarding this policy." (Code of Iowa Reference: 279.8; 724 Mason City Community Schools Board Policy Reference: 502.6)

DISMISSAL/REMOVAL FROM CLASS

If a student is dismissed or removed from a classroom by a staff member for disruption of the educational process or other reasons deemed necessary by the staff member, the student must report directly to the office. **Productivity points are forfeited for the class period.**

Behavior Intervention Procedure:

1st Offense = Teacher Parent contact within 24 hours; compass essay and green admit slip.

2nd Offense - Teacher and Administrator contact the parent; compass essay and green admit slip.

3rd Offense = Student removed and parent contact made to inform.

DISRUPTION OF THE EDUCATIONAL PROCESS

A student shall not, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption of the orderly operation of the school day or school sponsored activities. Teaching interactions are dependent on positive relationships between teachers and students. Verbal, written or nonverbal abuse of faculty by students undermines those relationships and will not be tolerated.

DISTRICT LEARNING GOALS

*Adopted by the Mason City Board of Education
August 16, 1993*

Placing our emphasis on Learner Goals requires us to determine what is significant for all our students to demonstrate. When all our students can demonstrate these six learner goals, we know we will have accomplished our mission.

The student will perform as a self directed learner.

- * Determines goals and sets priorities
- * Explores options and takes needed actions
- * Evaluates and manages own progress
- * Demonstrates perseverance

The student will communicate appropriately and effectively.

- * Applies appropriate forms of verbal and non-verbal communication
- * Gathers, processes and responds to information for a variety of purposes

The student accept responsibility in a diverse, global society.

- * Recognizes the diversity of all people
- * Respects the interdependence of the environment and all people
- * Assumes the responsibility of a citizen in a democracy
- * Evaluates and manages own actions

The student will think creatively and critically.

- * Generates new ways of viewing a situation, tasks, or problem
- * Recognizes multiple viewpoints
- * Uses multiple resources to make decisions and solve complex problems
- * Evaluates information for relevance, accuracy and value
- * Supports opinions with evidence
- * Draws logical conclusions and inferences

The student will access and use technology.

- * Selects and used appropriate technologies for learning, creating, problem solving, and communicating
- * Adapts to technological developments and applications

The student will participate in opportunities for personal growth and well-being.

- * Demonstrates a lifelong learning disposition
- * Pursues personal wellness
- * Explores career opportunities
- * Develops interests and abilities in order to achieve personal goals
- * Promotes effective relationships in school, community, family and work settings

DRESS

Students who wear attire advertising products which are illegal or hazardous to one's health or which display messages containing sexual innuendoes or create a hostile learning environment will be removed from school until appropriate clothing is displayed. Reasonable guidelines to follow:

- * The lower back or midriff should not be exposed at any time.
- * Spaghetti straps are acceptable if the back is covered below the armpits. Halter tops and strapless apparel are not permitted.
- * Pants must be fashioned at the waistline at all times, and undergarments not exposed.
- * Skirt and shorts length should be appropriate for the school setting and will be determined by administration and staff

If transportation home is not available, the student will be retained in ISS until a parent/guardian contact can be made and replacement clothing is secured. The resulting absence will be considered as unexcused. Repeat offenders will face additional consequences as deemed appropriate by school administrators.

Specific items not allowed include, but are not limited to, advertising of alcohol, illegal drugs, tobacco; or products which promote discrimination, racism, sexism, sexual activity or profane language. It shall be the discretion of a Mason City High School staff person to determine appropriateness. This will apply to all students at all school activities.

Students will be asked to leave all outer attire (coats and jackets) in their lockers upon entering school. Such articles of clothing should not be brought into classrooms, offices, or service areas within the building. Outer wear tends to isolate the students from others, preventing the interactions necessary for learning. Students may wear warm-up outfits and hooded sweatshirts as long as the hood is not worn over the head. **Head coverings of any type (caps, bandanas, scarves, etc.) are not allowed in the building.** This will not apply to co-curricular activities. If our mission is to facilitate a healthy and dynamic climate where all learners pursue excellence, we must encourage attire which will help create that healthy learning environment and encourage positive interactions.

DROPPING OR ADDING A CLASS

MCHS allows a student 5 school days to add a course to his/her schedule at the beginning of a semester. A student may drop a course through the 30th day of the semester if the following conditions are met:

- A. The student is still carrying a minimum of 5 credits.
- B. After the first 5 days, a request to drop form must be completed and all permission signatures obtained (parent, counselor, administrator).
- C. Teacher is notified.
- D. If the student is passing at the time of the drop, a WP will be recorded on the transcript. This will not affect grade point or eligibility.
- E. If the student is failing at the time of the drop, a WF will be recorded on the transcript. This **will** affect grade point average and eligibility in the same way as a failing grade.
- F. If a student chooses to drop a course after the 30th day of the semester, a failing grade will be recorded on the student's transcript which **will** affect grade point and eligibility.

DRUG AND ALCOHOL USE

An important issue in contemporary society is the use of mood or mind altering substances. Students cannot make full use of the resources or opportunities of our school if they are under the influence of harmful substances or live in a family where abuse by other family members acts upon the student directly or indirectly.

The Mason City High School recognizes substance dependency as a treatable illness. The primary responsibility for helping students who use harmful substances remains with the parents. The community and school should assist parents in that responsibility because substance problems interfere with behavior, learning and positive character development.

Wishing to intervene early in the disease process, we will make an effort to seek out and contact students manifesting signs of misuse or abuse. The sole purpose of the intervention will be to educate and assist students needing help.

Mason City High School will cooperate with all effective organizations that deal with chemical dependency. All contacts will be on a confidential basis. It is our intent to uphold State and Federal laws pertaining to substance use.

Students who violate the School District substance abuse policies will be disciplined as outlined in the policy. However, all violators will also be referred to the Counseling Center and recommendations will be made to the building Principal concerning the student's future as a student at Mason City High School.

Student Chemical Substance Use

High school faculty and administration recognize that the use, possession and distribution of controlled substances on school property and at school activities are unlawful and disruptive to the educational environment of the school.

Students shall not knowingly possess, consume, transmit or be under the influence of alcohol or drugs while in attendance at school or school sponsored activities. The use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Student use, possession or distribution of controlled or look-alike substance(s) will result in one or more of the following disciplinary action(s):

Student Users

First (1st) Offense: The student will be suspended for three days by the building principal and referred to the Chemical Dependency Services of North Iowa or other similar agency as approved by the school authorities. An appointment must be scheduled by the student before he/she may return to school. Following the chemical evaluation, the student, principal, parent/guardian, and assistant superintendent will meet to review the results and associated recommendations from the chemical evaluations. The student's compliance with the referral and accompanying the recommended remedial program, as well as treatment prescribed, shall be completed as a condition of being allowed to stay in school. If the student does not schedule and attend the chemical evaluation, or fails to follow the recommended treatment (if applicable), he or she may be placed on Interim suspension as defined in Policy 503.1.

Second (2nd) Offense: The Student will be placed on suspension by the building administrator with a request for interim suspension being forwarded to the Superintendent of Schools. Based on the evidence and conditions surrounding the offense, a student may be referred by the Superintendent of Schools to the Board of Education for consideration for long-term suspension or expulsion.

Student Possessors

Students having in their possession controlled substances, as defined above, in a quantity determined by the school authorities to be for personal use shall be subject to the disciplinary guidelines specified for student users.

Students having in their possession controlled substances, as defined above, in a quantity determined by school authorities to be for distribution purposes shall be subject to the disciplinary guidelines specified for student distributors.

Student Distributors

The school district considers the distribution of either alcoholic beverages or controlled substances to be a most serious infraction of school rules. Therefore, students identified as distributors shall anticipate serious disciplinary consequences as a result of this violation. Students determined by school authorities to be distributors as defined by this regulation shall be placed on suspension with a request for interim suspension being forwarded to the Superintendent of Schools. The Superintendent or Superintendent's designee shall follow the procedure outlined in Policy 503.1 and accompanying Rule 503.1R1. A recommendation for the student's expulsion or long-term suspension from school shall be forwarded to the Board of Education. School officials will contact legal authorities and legal counsel in all cases of confined student use, possession, or distribution of controlled substance. When an investigation is pending, school authorities will notify legal authorities and counsel.

DUE PROCESS

The Mason City Community School District recognizes and supports the principle of due process. Students and/or parents who feel discontented with decisions made in accordance with school procedures may appeal the decisions in writing to the building administrator within five (5) school days following the giving of notification of the action. Following the review, the administrator shall affirm, reverse, or modify the previous decision.

Students and/or parents who are still discontented with the decision of the administrator may file a request for review with the Superintendent or the designee within five (5) school days after the giving of notification of the building administrators' decision. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse or modify the building administrator's decision.

Students and/or parents may appeal the Superintendent's decision to the local Board of Education. State law provides for an appeal beyond the local Board of Education.

EIGHTEEN YEAR OLD RULE

Students 18 years of age are given the opportunity to exercise responsibility on matters regarding attendance, school correspondence, and scholastic achievement only if they have prior parental approval. Students requesting 18 year old privileges must have their parents contact the high school administration office.

ELECTRONIC DEVICES

MP3 players, CD players, and other personal electronic devices may be used in the mornings before school but must be used in combination with headphones (no one else should be able to hear them) and must be put away by 8:00 AM or ½ hour before the start of the school day on weather-related late starts. Personal electronic devices may be used after school. Electronic devices capable of communicating with others via text or voice will be considered cell phones and will be treated as such.

EXPULSION

Expulsion is an action taken by the Board of Education under the authority contained in Section 282.4 of the Code of Iowa. If the Superintendent recommends expulsion, the Board of Education shall conduct a hearing. The Superintendent, the student, or the student's representative may request the hearing before the Board be held in closed session. The Board may determine by affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it is an exceptional reason so compelling as to override the general public policy in favor of public meetings and hold the hearing in closed session. At the conclusion of the hearing, the Board of Education shall make its decision (which must be made by a majority vote of the total school board taken by roll call) and may provide for an expulsion for any length of time deemed proper upon the record made at the hearing as provided in Section 282.4 of the Iowa Code. Expulsion is the most severe penalty a Board of Education may impose on a student. A student who has been expelled will have all academic and extra-curricular ties severed with the school district for the duration of the period of expulsion. In all cases, students who are expelled from school will be excluded from Mason City Community School District activities, practices, and performances, either as a participant or a spectator. Academic credit may not be earned through the Mason City Community School District during any semester in which a student has been expelled. Mason City Community Schools Board Policy Reference: 503.1R1

EXTORTION

Students are forbidden to threaten or intimidate any student for the purpose of, or with the intent of, obtaining money or anything of value from another student.

FALSE ALARMS

No student shall report or cause to be reported false information to a fire department or a law enforcement authority, knowing that the information is false. False alarms include, but not limited to, FIRE; BOMB THREATS; 911 CALLS; ETC. False alarms disrupt the learning environment and are dealt with severely by administration. False alarms may result in expulsion for the student(s) involved.

FEES, FINES AND OTHER PAYMENTS

Fees must be paid at fall registration. A mandatory textbook fee will be assessed to all students. Additional fees will be assessed as the state allows. Financial liability will be assessed for damaged or lost books or other materials. Seniors are required to pay all outstanding fees before their last day of school. If fees are not paid, seniors may not be allowed to have their names published in the commencement program and/or may not be allowed to participate in commencement exercises. Students that have overdue materials from the Information Center will not be allowed to use computers or library resources during study halls or free periods until materials are returned or replaced.

"Fight" Song for Mason City High School

Ma-son Ci-ty! Go! Go! Go!
En-e-my, look out be-low!
Vic-t'ry, here is our ad-dress:
M. C. M. C. H. S.
Ma-son Ci-ty, Cheer, Cheer, Cheer,
Ma-son Ci-ty Foe, you bet-ter get out of here.
Ma-son Ci-ty High School, hit hard, hit low!
Ma-son ci-ty, Go! Go! Go!

FIGHTING

A student(s) who engage(s) in a verbal/physical altercation in which one or both parties have contributed to the situation by verbal/physical action will be suspended. A student or the students involved may be referred to the Mason City Police Department for charges, with a three day out of school suspension imposed.

FIRE DRILLS

Fire drills will be held at various intervals during the school year in accordance with state laws. Instructions for leaving each classroom will be given to

students by their teacher. Instructions will be posted in each classroom. Students are expected to be familiar with these instructions to help eliminate any confusion which would prevent an orderly exit

FIRECRACKERS AND FIREWORKS

"The presence and/or discharge of firecrackers and other fireworks in school buildings and on other school property creates a significant safety hazard to staff members and to the students entrusted to the school district by the public. Therefore, the possession and/or discharge of any form of fireworks, including smoke devices, on school property or in the vicinity of students so as to jeopardize their safety is prohibited. The following discipline procedure will apply upon violation of this rule:

- Student(s) responsible for igniting fireworks/firecrackers and/or smoke devices in a school building, on a school bus, on school property, or in the vicinity of students so as to jeopardize the safety of others will be immediately suspended from school and brought before the Superintendent of Schools. Expulsion maybe recommended to the Board of Education, based upon the facts of the incident.
- Student(s) possessing fireworks/firecrackers and/or smoke devices in a school building or on a school bus will be suspended from school and will appear before either the Superintendent of Schools or the Board of Education before being re-admitted to the school.

FOOD, SODA AND BEVERAGES

Lunches are to be consumed in the cafeteria and not taken from that area. Soda and other flavored/colored beverages are not permitted in the building. Water is permitted in the high school but only if consumed from a clear container. Soda machines located in the gym lobby are available for student use outside of regular school hours. Beverage containers should be placed in trash receptacles located outside the building prior to entry. Snacks should be minimal and restricted in sugar content for optimum learning.

FULL TIME STUDENT STATUS

A full time student, at Mason City High School, carries no less than 5 credits each semester in which he or she is enrolled. Mason City High School does not permit part-time students. If a student is withdrawn from a class due to unexcused or excessive absences and he or she falls below the required 5 credits, the student will not be considered a full time student unless he or she is involved in a special support "at-risk" program. Failure to be involved in the supportive

"at-risk" program and/or falling below credits may necessitate the student being referred on an interim to the Assistant Superintendent.

Gambling

Flipping coins, playing cards for money and other games of chance are not considered to be appropriate in the school setting.

GOOD CONDUCT RULE

DEFINITIONS:

1. The term "student activity" shall apply to all co curricular (class room-related) and extracurricular (outside the classroom) student activities now operating or which may be implemented after this policy is in effect.
2. The term "activity advisor" shall apply to any employee of the Mason City Community School District who is assigned the responsibility for coaching, directing, or advising a student activity for students.
3. The term "days" shall mean calendar days.
4. The term "student" shall refer to any male or female person, grades 6-12, who is enrolled with the Mason City School System. A male or female person electing to participate in a student activity during the summer, shall also be considered a "student" for purposes of interpreting this policy. Students who are residents of other school districts who elect to participate in activities (open enrollees or shared programs) are also covered by this policy.

POLICY:

The Mason City Community School District encourages students to participate in activities because of the benefits derived. It shall be the policy of this district that student participation in student activities is a privilege rather than a right. Students who elect to participate in student activities shall be expected to exemplify high standards of behavior.

Students whose actions or conduct are detrimental to either the school or its programs may be declared ineligible. Specific, written notice will be provided in such cases. In addition, a student who violates the good Conduct Rule as described below may also be declared ineligible.

- a. Involvement in illegal activities.
- b. Use or wrongful possession of alcoholic beverages, tobacco or tobacco products, or any controlled substance while enrolled as a student in the Mason City Community School District.
- c. All other conduct which is contrary to the student code of conduct, involving unsportsmanlike behavior as a spectator or a participant in a school-related activity, or actions which result in a meritorious third party complaint made against the school.

- d. Being convicted of an indictable misdemeanor or felony.

In administering this policy, appeal procedures shall be followed as described in the accompanying administrative rules. Students appealing the Good Conduct Policy ineligibility may do so by following Administrative Regulation 503.4R1, Section III - Appeal Procedures. Students appealing ineligibility imposed administratively (detrimental acts or conduct) may appeal by following Section III. Appeal Procedures, paragraph 7.

NOTICE TO STUDENTS PARENTS/GUARDIANS:

The Superintendent of Schools or his/her designee(s) shall be responsible for organizing procedures for providing adequate notice to students and parents/guardians about this policy and the Administrative Regulations.

Mason City Community Schools Board Policy Reference: 503.4

GOOD CONDUCT RULE REGULATION

The principal or principal’s designee shall be responsible for fair and equitable administration of Policy 503.4.

PENALTIES FOR VIOLATION OF THE GOOD CONDUCT RULE

The following penalties prescribed for the first, second, and third violations shall be minimum. The actual period of suspension shall be determined by the appropriate principal or the principal’s designee on a case by case basis. Penalties shall commence at the time a student is declared ineligible. If the penalty prescribed exceeds the minimum provided for by the violation, then the reason shall be stated in writing:

First Violation

Not less than twenty-eight consecutive days of ineligibility from participation in all student activities as defined in Policy 503.4. A student who reports himself or herself for violation, within the next business day, may have the penalty reduced to 14 days depending upon the circumstances.

Second Violation

Not less than fifty-six consecutive days of ineligibility from participation in all student activities as defined in Policy 503.4.

Third Violation

Not less than one calendar year of ineligibility from participation in all student activities as defined in Policy 503.4.

Fourth Violation or more

An additional year added onto the remainder of ineligibility already in place.

Students, whether enrolled in middle schools (grades 6-8) or high school

(grades 9-12) are subject to the above stated penalties. However, a middle school student’s violation record shall terminate at the close of his/her eighth grade school year. The same schedule of penalties shall recommence and be applicable during his/her high school enrollment, with Good Conduct violations carried for the student’s entire high school enrollment. For example, if a student violates the policy during the 9th grade year, and again during subsequent years, the “second violation” provisions would apply.

Activity advisors may establish more restrictive rules and regulations for their respective students, but such rules and regulations shall not be inconsistent with Policy 503.4, Good Conduct Rule. Such rules and regulations shall be approved in advance by the administrator who supervises the activities advisor and be communicated to all student participants by the activity advisor, both verbally and in writing, at the beginning of the activity period or season. Such communication shall also be afforded the parents and guardians through meetings, mailings, hand outs, or any other approved method of dissemination.

GOOD CONDUCT RULE ENFORCEMENT

1. When interpreting rules of student eligibility for activities, this school district shall endeavor to be consistent with policies and guidelines adopted by the Iowa Department of Education and state activity associations.
2. It shall be the duty of each activity advisor to promptly notify the appropriate principal or principal’s designee of any alleged violation of the Good Conduct Policy and to implement the rules and regulations. Upon notification, the principal or principal’s designee shall investigate the alleged violation, and as soon as possible, make a determination of whether a violation has occurred.
3. Upon determining that a violation of the Good Conduct Policy or rules and regulations has occurred, the principal or principal’s designee shall impose a temporary suspension of the student’s eligibility in conformity with the schedule of penalties described earlier. The date of the imposed temporary suspension will begin when the student is formally notified.
4. The suspension of student eligibility shall prohibit the student from performing, traveling, or appearing publicly in any manner where the student would represent the Mason City School District in a student activity. Students will be allowed to continue to practice during the period of suspension unless the principal or principal’s designee has expressly excluded the student from practice. Exclusions from practice will be imposed only if it has been established that continued participation would not be in the best interest of the activity group or the student.

GRADUATION

Students who are in good standing and who meet the graduation requirements set by the Board of Education are allowed to participate in the graduation ceremony and in senior activities. A student may graduate early if certain requirements are completed. To be considered for early graduation, a student must have successfully completed 7 semesters, earned forty-four (44) credits required for graduation, including required classes and complete the portfolio requirement. Application must be made prior to November 1. (Reference Board Policy Code 505.5) It is possible that students who are serving discipline at the time of graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. Graduation information throughout the school year can be found by accessing the school web site at www.masoncityschools.org.

GRADUATION CREDIT REQUIREMENTS:

Forty-four (44) credits are required for graduation from high school. Of the forty-four credits, a minimum of thirty-six (36) credits must come from courses other than music or physical education. One credit is earned for a semester's study or the equivalent. A portfolio providing evidence of a student's progress in demonstrating the district's learning goals must be completed by second semester of the senior year in order to graduate. Acceptable progress toward completion of this portfolio should be made each year of high school. Of the 44 credits needed for graduation, the following are required:

- 8 Credits of English
- 6 Credits of social studies
- 6 credits of mathematics
- 6 credits of science
- 4 credits of PE
- The remainder of needed credits from elective courses.

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the Mason City School District shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Steps to be followed include:

- Level One - Principal, Immediate Supervisor or Personal Contact
- Level Two - The Equity Coordinator
- Level Three - The Grievance Committee
- Level Four - Superintendent of Schools

The Educational Equity Coordinator is Mr. Hal Minear
OFFICE ADDRESS: 1515 South Pennsylvania, Mason City, Iowa 50401
PHONE NUMBER: (641) 421-4402
Please contact your building principal or the Educational Equity Coordinator if you have any questions regarding this policy or procedures.

Mason City Community Schools Board Policy Reference: 102.1R1

GUIDING PRINCIPALS

The district believes in the following guiding principles, and will focus present and future planning and decision-making through them:

- All individuals can learn given the appropriate opportunities, resources and time.
- A learning environment that is safe and intellectually stimulating promotes a quality education.,
- Positive relationships enhance the learning process.
- Diversity enriches the learning environment.
- Partnerships among schools, homes and communities are essential to quality education.

HARASSMENT

It is the policy of the Mason City Community Schools to maintain a learning and working environment that is free from bullying and harassment.

It will be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, sexual orientation or any other form of harassment.

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting.

Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. Procedures for reporting are included in Exhibit 502.10E1.

Mason City Community Schools Board Policy Reference: 502.10

Procedures for Reporting Harassment: Students

Students shall follow these procedures when reporting harassment:

- Step 1: Communicate to the bullier or harasser that you expect the behavior to stop if comfortable doing so. May do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

- Step 2: If the behavior is repeated, do all of the following:
- a. Tell a teacher, counselor, or principal.
 - b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.
 - *What happened *What you said/did
 - *When it happened *How you felt
 - *Where it happened *How harasser responded
 - *Who harassed *Note exactly what was said
 - *List any witnesses

The building principal has the authority to initiate a bullying or harassment investigation in the absence of a written complaint. Should the bullying or harassment continue, the student or student's parent may contact the superintendent in an effort to resolve the bullying or harassment.

HAZING/INITIATION OF STUDENTS

Hazing or initiation of students of any kind and/or for any reason will not be tolerated by the Mason City Community Schools. Any student(s) found in violation of this policy will face disciplinary action by school personnel deemed appropriate given the circumstance of the infraction. Students and/or parents are encouraged to report such incidents immediately to school officials so that appropriate action may be taken.

IDENTIFICATION CARDS (I.D.)

Identification cards will be issued to all students during registration. Students are expected to carry their ID card with them at all times. An ID card will be required to check books out of the IC and to be admitted to school dances. Students who have misplaced their ID should immediately apply in the office or the cafeteria for a new ID. There is a \$5 charge for the replacement.

ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents, or with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

INCOMPLETE GRADE

An incomplete grade received for a quarter, semester, or semester grade can be removed only if the work is made up within ten (10) school days from the end of

the grading period. Teachers will be consulted regarding the advisability of make-up work. An incomplete grade will automatically change to a failing grade for the semester if not removed. The ten (10) school days rule can be extended at the end of the second semester if arrangements are made by the teacher/student with the Principal.

INSUBORDINATION

Students shall be expected to comply with reasonable requests, provide proper identification of themselves, and display an attitude of cooperation and respect when interacting with school employees.

JOHN ADAMS/OTHER DISTRICT BUILDINGS

High School students may not be in John Adams Middle School or other district schools without permission. Students who violate this regulation will be subject to disciplinary action.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular

activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district procedures, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with them. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules or regulations of the school district.

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

LATE ARRIVAL/LEAVING EARLY FOR AN APPT. OR ILLNESS

Should it become necessary for a student to leave the school building/campus area during the school day, **the student will be required to obtain approval and sign out in the office.** Students who must leave school due to illness must obtain a pass from the school nurse. If a student leaves for any reason other than illness, the attendance office must receive a telephone call from a parent or guardian prior to the student leaving the building. The following number may be used to contact the High School Attendance Office (421-4430). Students who leave the building without prior approval will not be excused from the classes they miss.

LEAVING MESSAGES FOR STUDENTS

Out of respect for instructional time, only emergency messages (from parents/guardians) will be delivered immediately to classrooms. All other telephone messages will be in the office and announced at the start of 3rd period and at the end of the day. Students expecting messages can check in the main office periodically. **Parents/Guardians are asked not to phone messages in for their students unless they are of an urgent, emergency nature.**

LETTERS FOR ACADEMIC ACHIEVEMENT

The faculty of Mason City High School is very pleased to recognize "full-time" students for academic achievement. The official school letter will be awarded to students who earn a minimum grade point of 3.5 for three consecutive terms or have a minimum of 3.5 at the time of graduation. A Certificate of Achievement will be awarded to students who have maintained a 3.5 GPA for two consecutive semesters following the awarding of the academic letter. *Students taking high

school courses in the eighth grade will do so for credit, but not to satisfy required department course requirements, nor to be used in figuring the G.P.A. for opportunities towards qualifying for the Academic Hall of Fame, National Honor Society, academic lettering or Mu Alpha Theta.

LOCKER POLICY

Student lockers are the property of the school district and are provided for student convenience. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student. "A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials. School administrators may conduct periodic, random inspections of student lockers without any suspicion of wrongdoing by the student. In such cases the student will be given the opportunity to be present for the inspection. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Prior to maintenance inspections, students are given 24 hours notice." Each locker has a built-in combination lock. If your locker or lock does not function properly, report the locker number to the administration office. Lockers should be kept locked at all times. **DO NOT SHARE YOUR LOCKER OR LOCKER COMBINATION WITH YOUR FRIENDS. IF YOUR COMBINATION IS GIVEN TO ANOTHER STUDENT, YOUR VALUABLES ARE NO LONGER SECURE.** The office will NOT give out locker combinations to other student's lockers.

Code of Iowa Reference: 270.8; 280.14; 808A

Mason City Community Schools Board Policy Reference: 502.8

LOST AND FOUND

Any lost items should be reported to the office. Students who find or locate any item belonging to someone else should bring the item to the office. Students may check with the office either before or after school for any lost articles. If the item is not found in the office, students should check with their teachers since items are sometimes left in classrooms.

MAKE UP DUE TO ILLNESS

Students who are ill and have been excused by the school will have 2 days to make up academic work per day missed. Work can not be made up when the absence is unexcused.

NONDISCRIMINATION

"It is the policy of the Mason City Community School District not to discriminate on the basis of gender, race, national origin, religion, age, marital status, sexual orientation or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973. Harassment of any kind will not be tolerated in a work place by the Mason City Community School District. Harassment by Administrators, Certified or Classified Personnel, Students, Vendors, or any other having business or other contact with the School District is prohibited. Persons found in violation of this policy will be subject to discipline including, but not limited to reprimand, probation, demotion, suspension, termination, or other sanctions deemed appropriate by the Board of Education. Persons who believe they have suffered harassment shall report such matters to the Superintendent or the Superintendent's designee." (Mason City Community Schools Board Policy Reference: 102)

NURSE/MEDICATION

Students who become ill at school and who are unable to attend class, must report to the nurse's office. School personnel will give emergency care only. Parents are responsible for any additional care needed. The following drug policy applies to Mason City High School:

If the family physician feels it is important for a student to receive medication during school hours, the following information must be sent to the school by the doctor with the medication:

1. Student's name.
2. Name of medication ordered.
3. Dosage of medication.
4. Time administered during school hours.
5. Specific instructions needed to administer correctly.
6. Special instructions.
7. A statement as to the date upon which such medication shall commence and also when it shall be discontinued.
8. The physician's or dentist's statement of any anticipated reactions to the medication.

Medication brought to school must be left at the nurse's office. No medication, including aspirin, is to be kept in pockets, purses, bags or lockers. **Exception: prescribed inhalers for asthma control which have been registered with the nurse may be carried by the student for which it is prescribed.**

OPEN ENROLLMENT

"Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to other school district must apply for open enrollment by October 31 of the school year preceding the school year in which they wish to open enroll." Students interested in open enrolling out of the school district must contact Hal Minear, Associate Superintendent, for information and forms.

Code of Iowa Reference: 270.8; 280.14; 808A

Mason City Community Schools Board Policy Reference: 502.8

OUT-OF-SCHOOL CONDUCT

Anything which can be defined as harassment or disrespectful behavior toward a teacher by any present student outside of school or school hours will be dealt with by school authorities. The necessary disciplinary action will be taken by the Principal.

PARENT/STUDENT REFERRAL PROCESS

Parents and/or students who desire additional services to enhance academic success may request such by contacting the high school counseling department or administrative personnel.

POST SECONDARY ENROLLMENT OPTION ACT

During the latter part of 1988, the Iowa legislature enacted the Post Secondary Enrollment Options Act. The act was written to provide additional educational opportunities for junior and senior high school students in Iowa's secondary schools. It provides for these opportunities through cooperative efforts with Iowa's public and private colleges, universities, and post secondary institutions.

The Post Secondary Enrollment Options Act allows students who are high school juniors or seniors to enroll in courses and programs in public or private post secondary colleges, universities, or institutions. Students participating in the program must be within four semesters of completing high school and receiving their diploma. **STUDENTS WHO HAVE GRADUATED FROM HIGH SCHOOL ARE NOT ELIGIBLE FOR THE OPTIONS ACT.**

The Options Act permits students to take courses which are not offered by the high school, courses which are considered enrichment to the high school's regular courses of study, courses that are not comparable to those within the course of study within the high school, and courses that lead to an educational degree. Courses are limited to those in the areas of mathematics, science, social sciences, humanities, and in the career option program. Students involved in the Post Secondary Options Act will receive the following benefits from the program:

- Availability of both high school and college credit for courses taken and successfully completed.
- The high school district pays tuition for courses and purchases required course texts to a maximum limit of \$250.00 per course.
- The opportunity to begin course work toward a degree program while in high school.
- **Students not completing or failing a course will be responsible for paying the entire cost of the course.**

PROM

Junior and senior students, as determined by credits and Portfolio completion, at Mason City High School are allowed to attend Prom at Music Man Square. Upperclass students (11-12) are permitted to invite sophomore students, as determined by credits and Portfolio completion as their dates. Freshmen students are not allowed to attend prom under any circumstance. The maximum age of any guest/date is 20 years old.

Public Conduct on School Premises

As per Mason City School District Board Policy 903.4, students, employees and visitors will be expected to treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect.

Individuals violating this policy will be subject to disciplinary action (which may include warnings and/or ejections) in accordance with Code No. 903.4. To protect the rights of students, school officials, activity sponsors and event officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct directed at individuals will not be tolerated.
- Verbal or physical conduct that interferes with the performance/competition will not be tolerated.
- The use of vulgar, obscene or demeaning expressions will not be tolerated.

PUBLIC DISPLAYS OF AFFECTION

Students will refrain from public displays of affection during the school day and/or school-related activities.

REPORT CARDS AND GRADING SYSTEM

Grades in school subjects represent the teacher's best assessment at a given time of the student's ability to demonstrate the course outcomes.

Parent-Teacher conferences are beneficial and a welcome method for improving home/school communication and setting goals for student learning. They may be initiated by teachers, parents or students. Parents may call and request appointments through the switchboard.

Report cards are distributed at Parent/Student/Teacher Conferences at the end of the first and third quarters. Semester report cards are mailed to the parents approximately two weeks after the semester has ended.

SCHEDULE CHANGES

Counselors will use the following guidelines when considering schedule change requests.

Changes may be made only for the following reasons:

1. Failure in a required course attempted a previous semester
2. Approved level changes by teacher and counselor (such as in Math)
3. Special Education placement
4. Significant change in college or career planning as recommended by the counselor/Principal
5. Seniors who need courses for graduation
6. Required course not on schedule
7. Failure to have necessary prerequisite for a course
8. Student already has credit in the scheduled class
9. Newly registered student -- no previous schedule
10. Administrative Request
11. Adding a class which does not disturb the rest of the schedule (including P.E.). Such additions are dependent on availability of space.
12. Adding a class to comply with School Board Policy requiring a minimum of 5 credits per semester.

Adopted 1-10 Mason City Community Schools
Student Calendar ~ Grades 7 to 12 ~ 2010-2011

<p>2010 July</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>H</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	H	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>2010 August</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>2010 September</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>H</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	H	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
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- Aug 9-12 New Teacher Workshop
- Aug 17 First Day of School
- Sept 6 *New Mohawk Day*
- Nov 24-26 Labor Day - No School
- Dec 24-Jan 4 Thanksgiving Break
- Feb 21 Winter Break
- Mar 14-18 President's Day
- May 14/15? Spring Break
- May 23 Graduation
- May 30 Last Day of School
- Memorial Day - No School
- Professional Development Workshops - No School for Students
- No School for Students & Staff
- No School for Students & Staff - Compensatory day for evening parent-teacher conferences
- 1/2 Day School for Students. Qtr. or Semester Ends. 1/2 Day Grade Report
- 1/2 Day School for HS Students only for Senior Celebration
- 1/2 Day School for Students 1/2 Day PD for Teachers
- 1/2 Hr. Late Start for Students

Make-up Schedule for School Cancellation
January 4 (winter break)
January 5 (winter break)
February 21 (President's Day)

Any additional days missed will be made up at the end of the school year.

SCHOOL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their right regarding their child's records have been

violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

Parents have a right to:

- a. Review and inspect records
- b. A listing of types and locations of records,
- c. Request an explanation of or amendment to the records, and
- d. A hearing regarding all records affecting your child should there be disagreement as to any part of the contents of such file.

Any other information relative to records or procedures in the handling of records can be secured from the principal or superintendent. (Code of Iowa Reference: 22.7 Mason City Community Schools Board Policy Reference: 506.1 - 506.2)

SEARCHES

In accordance with Mason City School Board Policy 502.8R1, A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable. Lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk.

The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

SECTION 504 (DEFINITION OF DISABILITY)

Section 504 of the Rehabilitation Act of 1973 protects from discrimination based upon their disability status. A person is considered disabled within the definition of Section 504 if he or she:

1. Has a mental or physical impairment which substantially limits one or more of such person's major life activities;

2. Has a record of such impairments; or
3. Is regarded as having such an impairment (not due to culture, economical or environmental factors).

“Major life activities” include functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. When a condition does not substantially limit a major life activity, the individual does not qualify under Section 504.

Section 504 protects all qualified disabled persons; it is a birth-to-death mandate. Section 504 has three major areas of emphasis: employment practices; program accessibility; and requirements for preschool, elementary, and secondary education.

A school district’s responsibility extends beyond providing access to programs and activities for students to ensuring access to employment, programs, activities, and continued access to physical structures. If you need more information contact your building administration.

SPECIAL EDUCATION

Students identified with special educational needs will be expected to adhere to the Mason City High School attendance policy unless the student's failure to attend school has been identified as being directly related to the student's handicapping condition.

STUDENT ACTIVITY TICKETS

The SAT (Student Activity Ticket) may be purchased at registration or during the school year for \$45.00. It is for home events and away CIML Conference games where Mason City is competing. The only games at home that this ticket would not allow a student into are state tournament games and the Mason City/Newman baseball game. This ticket is good for the entire school year in which it was purchased. If a student activity ticket is misplaced, there is a \$10 charge to replace the SAT.

STUDENT BULLETIN BOARD

All signs or materials for the student bulletin board placed in the school building must be cleared with the administrative office.

STUDENT CONDUCT

The vast majority of students in the Mason City Community School District conduct themselves appropriately and contribute positively to a scholarly, safe, and orderly environment. High standards foster self-discipline, respect, consideration for others, and a sense of cooperation with all members of the school community. To support these high standards, students are expected to conduct themselves accordingly.

A student who engages in activities which adversely affect the health or welfare of other students or staff (including, but not limited to, disruption, disrespect, harassment, inappropriate group activities, illicit or illegal acts, fighting, or violation of school rules and policies), will receive disciplinary action in accordance with State law, Board of Education policy, and approved building handbook procedures.

Whenever it becomes necessary to terminate the attendance of a student, it will be dealt with as follows: building principals, associate principals, or certified persons in charge of attendance centers in the district shall have the authority to impose temporary suspensions. This type of suspension shall not exceed three (3) complete school days. Upon the recommendation of the building principal, or associate principal, the Superintendent of Schools or designee may impose an additional interim suspension. The Superintendent may also systematically exclude a student from school. In these cases, depending upon the circumstances involved, the student may be provided instruction off campus through tutoring or other alternative means. Finally, upon recommendation of the Superintendent, the Board of Education may expel or suspend a student long term. Re-admission of students who are expelled will be handled in conformity with Section 282.5 of the Code of Iowa.

STUDENT DRIVING/PARKING

The school district/personnel are not responsible for the care of vehicles or personal property within vehicles while in the school lot. Students are expected to drive in a safe manner at all times. Reckless or unsafe driving will result in loss of driving privileges from school. Student vehicles are to be properly registered and parked in designated student lots. **ALL VEHICLES MUST BE REGISTERED WITH PARKING PERMIT PROPERLY DISPLAYED (BACK WINDOW.)** There is to be no backing in or parallel parking in school parking lots. **VIOLATIONS WILL RESULT IN A TICKET AND/OR THE TOWING OF THE VEHICLE AT THE OWNER'S EXPENSE.** When the registered driver of a vehicle changes, it must be recorded in the main office. The speed limit on campus is 15 MPH.

Students are to enter the building **immediately** upon arrival at school. Students are not permitted to loiter in the parking lot or in vehicles parked on school grounds. Students should not park in the faculty or visitor areas or on the driveway. A student's vehicle parked in an unauthorized area will be tagged with a violation sticker. If the student violates the parking procedures a second time, on-campus parking privileges will be suspended for a period determined by an administrator. The Mason City Police Department is authorized to enter the high school campus to issue traffic summons and to make arrests for violations of traffic laws.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- Obscene;
- Libelous;
- Slanderous; or
- Encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules or regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - infringe on the rights of others.

STUDENT RESPONSIBILITIES AND RIGHTS

As a student at Mason City High School and as a citizen of the United States, students have those rights guaranteed to all citizens by the Constitution and the Bill of Rights. Laws and court decisions have defined some of the citizens' rights relative to students in the specific areas of school placement, records and discipline. Further, however, as a student and as a citizen you also have a responsibility not to interfere with another person's exercise of his/her constitutionally-protected rights.

To define this responsibility further, a student does not have the right to engage in conduct or actions that would materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. A student's basic responsibility in school is to act in a manner that enhances his/her or others' opportunities to learn.

STUDY HALL

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission

of the study hall monitor. They must return to the study hall prior to the end of the class period.

SUPERVISED AREAS AND OUTSIDE PERIMETER

Students are not to congregate in front of the building or between the front doors of the building and the inside doors leading into the commons. Students may meet in the commons to visit in an orderly manner before school and during their lunch time. Students in the commons are to congregate only in the area between the north and south pillars so as to keep the areas beyond the pillars clear for use as "hallways" for access to classrooms and stairwells. Students wanting to use the courtyard area may access the area 1st and 4th quarters only through the cafeteria door or the Northwest doors of the commons. During the lunch period students may only be in the cafeteria or commons.

SUSPENSION

The Principal or Associate Principal may determine the need to remove a student from class(es) or from school. The decision to exclude will be made after the Principal and/or Associate Principals has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version.

Students may be suspended for the following:

1. Insubordination - refusal to obey a reasonable request
2. Fighting - pushing and shoving included
3. Profanity - written or oral
4. Disrespect for property - vandalism
5. Theft/dishonesty
6. Disruption of the education process
7. Attendance policy violation(s)
8. Other items as determined by the Principal

SUSPENSIONS AND CONDUCT REGULATION

The Mason City School District is committed to students for the full term of their enrollment, with the ultimate goal for all students to successfully complete high school. However, in the case of certain students, it is in the best interest of the system that their enrollment be temporarily or permanently terminated. This termination may take one or more of the following forms: 1) temporary suspension, 2) interim suspension, 3) long-term suspension, 4) systematic exclusion, or 5) expulsion. In all cases, due process shall be observed. Due process, as used in this regulation, shall mean the following for temporary and interim suspensions. Due process considerations for long-term suspension and expulsion (Board of Education actions) are covered in the Code of Iowa.

1. Prior to any suspension, an informal investigation of the charges against the student will normally be conducted in order to determine if suspension or expulsion is indicated; however, the principal or associate principal involved is authorized to conclude that imme-

diate suspension of the student prior to investigation is appropriate in order to protect the well-being of other persons or to assure the proper functioning of the school.

2. At the time of the suspension, the principal or associate principal shall give the student notice of the charges made and facts alleged.
3. The student shall be afforded the opportunity to personally respond to the charges and answer or deny these charges prior to the suspension or expulsion.
4. A reasonable effort shall also be made to notify the student's parents or legal guardians by telephone or by personal contact and such efforts shall be documented by the person making or attempting to make the contact.
5. After notice of the suspension has been given, the student, the student's parents or legal guardians, personally or through authorized legal counsel, may request, in writing, a hearing before the principal or the associate principal involved. If requested, such hearing will be conducted at a time fixed by such principal or associate principal not more than five (5) school days after receipt of request. A written notice of the time, date, and place of the hearing shall be provided to parents or legal guardians.
6. The student and his/her parents or guardians shall be entitled to be represented by legal counsel or other duly authorized persons at such a hearing.
7. The student shall be provided the opportunity to be heard at such hearing.
8. The student and his/her representatives shall be afforded reasonable opportunity to examine documents and cross-examine witnesses.
9. As soon as practicable and, in any event, no later than five (5) school days following the hearing, appropriate action shall be taken and a written decision containing the facts upon which this decision is based shall be presented to the student, his/her parents/guardians or representative.
10. If the student still remains aggrieved, he/she may appeal the decision to the Superintendent.

Exclusion from school may occur in any one of five (5) ways as follows. In all cases, students who are on suspension from school will be excluded from Mason City Community School District activities, practices, and performances either as a participant or a spectator. Other stipulations may be imposed by the Board for long-term suspension or expulsion. In the case of special education students who are recommended for interim suspension, an advocacy hearing will be conducted by the Supervisor of Special Programs to determine whether the student's disability was a factor in the offense(s). The Rules of Special Education (State of Iowa) will be applied. The hearing shall

be conducted before the student has his/her hearing with the Superintendent or designee.

Temporary Suspension

A temporary suspension is the removal of a student from the school environment for a period of time which shall not normally exceed three (3) complete school days. A school principal, associate principal, or a certified person in charge of an attendance center has the authority to impose a temporary suspension. Under no circumstances may one temporary suspension be followed immediately by another such suspension for the same offense. The student may appeal this suspension to the Superintendent in the manner previously defined in this regulation.

Interim Suspension

This suspension is imposed by the Superintendent or designee in support of a recommendation by a building principal or associate principal. This suspension shall consist of a continuation of a temporary suspension for such additional period as may be required to make a complete investigation of all charges made and facts involved and/or to complete all educational or psychological testing and observation deemed necessary or proper by the Superintendent or designee. **Due process procedures, as defined in this regulation, shall apply. If the student remains aggrieved, the student shall have the right of appeal to the Board of Education.**

Long-term Suspension

The Board may impose a long-term suspension for students faced with severe disciplinary action. As stated in the first paragraph of these rules, the district will attempt to help students make progress toward high school graduation whenever possible.

An option available to the Board of Education when dealing with severe discipline cases is that of long-term suspension. A long-term suspension extends beyond the time frame of temporary suspension and/or interim suspension and requires a hearing before the Board. If the Superintendent recommends a long-term suspension, the Board of Education shall conduct a hearing. The Superintendent, the student, or the student's representative may request the hearing before the Board be held in closed session. The Board may determine by affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it is an exceptional reason so compelling as to override the general public policy in favor of public meetings and hold the hearing in closed session.

At the Board's discretion, and on a case by case basis, students who are suspended long-term may be provided academic assistance outside the Mason City Community Schools so they may pursue academic credits when appropriate. Factors which will be considered when determining the stipulations of long-term suspensions will include, but not be limited to, interest and cooperation of student and parent(s)/guardian(s), prior academic attendance and

discipline records, and availability of staff. In all cases, students who are on long-term suspension will be excluded from Mason City Community School District activities, practices, and performances, either as a participant or a spectator.

At the conclusion of the hearing, the Board of Education shall make its decision (which must be made by a majority vote of the total school board taken by roll call) and may provide for a long-term suspension for any length of time deemed proper upon the record made at the hearing as provided in Section 282.4 of the Iowa Code.

Systematic Exclusion

Any student who causes significant disruption at school, or who poses a threat to staff or other students may be systematically excluded from school long-term. In such cases, the district will attempt to provide instruction off campus. These exclusions may be implemented only upon approval of the Superintendent.

Suspensions are classified into two categories:

- 1. In-School Suspension** - a disciplinary action which keeps a student in school but isolated from the remainder of the student body. Class work is given and must be completed before release from in-school suspension. Students who refuse or disrupt an in-school suspension assignment will be sent home on out-of-school suspension. Before they return to class, a conference will be held and the original in-school suspension will be served.
- 2. Out-of-School Suspension** - a disciplinary action which involves the removal of a student from school for such actions as fighting, tobacco, etc. Suspensions may be carried over from one school term to another.
 - a. Temporary Suspension**

A temporary suspension is the removal of a student from the school environment for a period of time which shall not normally exceed three (3) complete school days. A school principal, associate principal, or a certified person charge of an attendance center has the authority to impose a temporary suspension.
 - b. Interim Suspension**

As defined herein, this shall be a suspension imposed by the Superintendent of School in support or a recommendation of the building principal. This suspension shall consist of a continuation of a temporary suspension for such additional period as may be required to make a complete investigation of all charges made and

facts involved and/or to complete all educational or psychological testing and observation deemed necessary or proper by the Superintendent.

c. Long-Term Suspension

The Board may impose a long-term suspension for students faced with severe disciplinary action. A long-term suspension extends beyond the time frame of temporary suspension and/or interim suspension.

d. Systematic Exclusion

Any student who causes significant disruption at school, or who poses a threat to staff or other students may be systematically excluded from school long-term.

Class absences due to suspensions are treated as administrative leave rather than voluntary student absences.

TARDINESS

Being on time for classes is an expectation for students. Students who are not in the classroom when class begins will be considered unexcused tardy. Any student who fails to report for his/her class within 5 minutes shall be considered unexcused absent. Teachers will be responsible for informing students when they are counted tardy.

Students who accumulate unexcused tardies will face disciplinary sanctions. Students tardy to class 2 times on a given day (4th period – B lunch) will be issued 2 tardies.

TECHNOLOGY CONDUCT

It is expected that each student will follow ethical and professional guidelines when using computer equipment and the Internet. Activities described below may result in suspension or revocation of this privilege as well as other disciplinary measures up to and including legal action/expulsion. (B.O.E. 508.1)

- A. Unauthorized copying of any software.
- B. Computer hacking.
- C. Knowingly introducing a "computer virus" to a computer network.
- D. Unauthorized access, willful damages, or misuse of systems, applications, databases, code or data.
- E. Inappropriate or unlawful use of any form of media or technology, system, or network owned or leased by the school district.
- F. Use of the district's technology for personal gain.
- G. Use of district technology that would be in violation of policy 502.10 - Harassment.

TEXTBOOKS AND TEXTBOOK REPLACEMENT POLICY

Textbooks assigned to the student becomes the student's responsibility for care and return. Students are expected to take appropriate care of textbooks and class assigned materials. Textbooks should never be shared or loaned to other students.

In the event a student loses a class textbook or text assigned by an instructor for classroom usage or in the event the text is damaged beyond normal wear and tear, so the text is unfit for future use, the student and or student's parents shall pay for the replacement of that text. The student or student's parents shall be charged the replacement cost of the book.

Obscene writing or drawings in the text will render the book unfit for future use and require replacement. When a textbook replacement is required and the replacement cost is paid, the damaged book becomes the property of the student.

If the text is not scheduled for use during the next school year, the student will not be charged for the replacement.

THEFT/VANDALISM

All theft or vandalism is to be reported to the Principal's office at once. Do not assume a locker is a safe place. Keep all items of value and cash with you at all times. Keep your lockers locked! Do not share your locker or locker combination with your friends. Vandalism occurring to vehicles on campus should also be reported to the office.

TOBACCO PRODUCTS - POSSESSION AND/OR USE OF

Possession and/or use of tobacco products by students is prohibited in all areas of the Mason City High School Building and on school grounds. Students will not knowingly possess or use tobacco products while in attendance at school or at a school-related activity. Students, regardless of age, are considered members of the student body and are subject to this regulation. Students smoking on school grounds will be reported to the administration for disciplinary action. A referral will be made to legal authorities when it is deemed appropriate.

Definitions:

Possession of a tobacco product means that a student has tobacco products on his/her person or with his/her personal property. Use of tobacco products means that reasonable grounds exist to believe that the student is smoking or chewing tobacco products.

Code of Iowa Reference: 270.8; 280.14; 808A

Mason City Community Schools Board Policy Reference: 502.8

TORNADO PLAN

In case of a tornado, a warning will be issued verbally over the PA system and an emergency alarm sound for tornado will be sounded through out the building. At the sound of the tornado alarm all people should:

1. Move away from entrances, windows or large expanse of roof.
2. If in halls when alarm sounds, go to the nearest inside room and position yourself on floor along the north and east walls.
3. Music areas: Move to the inner storage areas and overflow to stage in cafeteria.
4. Kitchen and cafeteria should move to the stage.
5. Teacher's Lounge and StAR Center should go to nurse's office and rooms.
6. Office should move to the conference room.
7. Commons or outside perimeter should move to inner classrooms on main floor.
8. Teachers will lead students to the safest areas and direct students to follow these directions:
 - a) take a seat on the floor;
 - b) put your head down;
 - c) place a book or hands over the head;
 - d) remain calm; DO NOT PANIC.

VACATIONS

Parents wishing to take their student on a planned family vacation, should be advised that all make-up work must be completed prior to the vacation period. The two day make-up time (e.g. when a student is ill) does not apply.

VALID PLANNER

To promote safety and accountability, students must carry a **signed valid** planner in the hallways during class periods. A **valid planner** is one that includes the complete student handbook section, a portion of the weekly calendar that includes but is not limited to all consecutive dates from the present day to the end of the school year, the Student/Teacher/Parent sign off page, and current and future passport pages. Additionally, the original cover must be intact and the student's name must be legibly written in permanent marker on the binding. Students are not permitted to use other students planners.

VISITORS

Occasionally students have friends visiting and wish to bring them to class. This practice will not be allowed during the school day. The only exception will be if a visitor is considering attending Mason City High School for the coming school year.