



2021-2022

Community Handbook

Memphis Academy of Science and Engineering

MASE BOARD OF DIRECTORS

Steven J. Bares, Ph.D.

Susan Huffman

Nathaniel Spates

Tiffany Syreeta Jones

Darryl Jackson

Gary Lynch

Daniel Copp

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Sondra Howell

The Memphis Academy of Science and Engineering maintains an Internet website that contains the information listed above, with interesting facts and references available regarding the Board of Directors, administration, school calendar, athletic schedules, and other programs. The website address is <http://www.discovermase>.

Message from the Executive Director



MASE is a community of learners that is committed to academic excellence and student achievement. We are committed to providing the broadest possible set of educational opportunities for our students and access to the best curricular and pedagogical tools available for our faculty. While our accomplishments over the last few years have been noteworthy, we are still a long way from achieving our goals, and we rededicate ourselves each day to reaching them.

We believe that every student is gifted with unique potential and has the ability to achieve academic excellence. We know that by setting high expectations, providing an instructional environment that is rigorous and supportive, and meeting each student where she or he is as a learner, they can accomplish anything to which they are committed. MASE is a student-centered community. We embrace the reality that we are citizens of a global community, and that its success will depend on the work and creativity of a highly-educated population. The work of the Academy is to prepare our students to be active and engaged in the process of creating a brighter future for everyone.

As a faculty, we understand that we are senior partners in the learning process. We are part of a team that includes students and parents. A measure of our success is how we meet our most challenging students on their most challenging days. We will work tirelessly to nurture our students, parents, and colleagues. Our goal is to teach students to become critical thinkers and life-long learners.

We recognize that academic achievement without charter growth is a fleeting accomplishment. To that end, we dedicate ourselves, and are committed to the Academy's core values:

- **Respect**- *Treating others with care, and courtesy and representing yourself, family, and school with pride.*
- **Integrity**- *Always doing the right thing even when no one is watching.*
- **Community**- *Collectively working hard to ensure a positive culture and academic achievement in a safe and supportive environment.*
- **Excellence**- *Commitment to high-quality education and high-expectations in all that we do.*

I look forward to working with all of you as we work toward an academically successful school year.

Sincerely,

Rodrick Gaston, Executive Director

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Memphis Academy of Science and Engineering

MASE is a student-centered community of learners. We are dedicated to helping each student realize their unique potential through academic achievement and community engagement.

Vision

As a community of learners, we embrace the diversity and inherent dignity of each individual. A MASE education is a partnership among students, faculty and parents, in which the academic growth of our students is nurtured in an environment that is supportive, rigorous and which sets high expectations.

Core Values

***Respect-** Treating others with care & courtesy; representing yourself, family, & school with pride.*

***Integrity-** Always doing the right thing even when no one is watching.*

***Community-** Collectively working hard to ensure a positive culture and academic achievement in a safe and supportive environment.*

***Excellence-** Commitment to high-quality education and high-expectations in all that we do.*

Philosophy

To ensure every student experiences a school culture that:

- Provides a safe, healthy learning environment
- Nurtures a climate founded on positive expectations
- Promotes risk-taking
- Accommodates the needs of various learning styles
- Stimulates critical-thinking skills
- Promotes equality and celebrates diversity
- Values social responsibility in terms of self, others, school, community and environment
- Encourages students to identify and meet personal learning goals
- Recognizes the importance and value of co-curriculum learning experiences
- Celebrates individual student successes
- Connects learning to the “real world”

Mission

The mission of MASE is to produce lifelong learners, critical thinkers, effective communicators, and productive members of the global community.

MASE Culture

The MASE community respects the thoughts, feelings, physical safety, and rights of others and demonstrates consideration of property. Our shared goal is to create a positive learning environment enhanced by the contributions of every member.

Student Behavior

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with teachers teaching and students learning. Students are expected to conduct themselves

in an orderly, respectful and courteous manner at all times. However, in the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and cannot be tolerated.

Rights and Responsibilities

One of the goals for MASE's students is the development of self-discipline. Students and parents must learn that the student is responsible for his or her own actions. Administrators, teachers, students, and parents are active partners in establishing and implementing the school rules. The following is a table of students' rights and responsibilities.

Rights

1. To be treated with respect. To be dealt with according to uniform standards.

2. To go to and from school safely.

3. To attend a school that is in good physical condition.

Responsibilities

a) To behave in a manner that is appropriate and is a credit to the student, his/her family, and the school.

b) To respect others.

c) To show respect by removing all head coverings during and throughout the school day.

d) To treat others as you would like to be treated.

e) To dress appropriately for school.

a) To use appropriate behavior when waiting at the bus stop or parent/guardian car.

b) To wear protective gear if biking to school.

c) To walk all bikes, skateboards, etc. when on school grounds.

d) To be orderly on the bus.

e) To go directly to school.

f) To respect crossing guards.

g) To respect other people's property.

a) To refrain from any behavior that results in the destruction of personal or school property.

b) To refrain from eating candy or gum during school hours.

c) To dispose of any trash in the proper receptacles.

d) To refrain from eating or drinking outside the cafeteria without the supervision of a staff member.

e) To not take the property of others without their permission.

f) To assist in keeping cafeteria tables clean.

g) To assist in keeping classrooms, the media center, hallways, and the cafeteria clean.

h) To not deface in any way personal or school property (books, desks, walls, lockers, etc.).

4. To have classrooms and hallways that are conducive to effective learning.
- To arrive on time for classes.
 - To allow each person (teacher and student) to speak without interruption.
 - To develop listening and study skills.
 - To remain at your desk or seat unless permission is granted to do otherwise.
 - To complete assignments.
 - To not cheat.
 - To not distract others in classes.
 - To not use laser pointers, headphones, CD players, beepers, cell phones, pagers, electronic games, etc. while on school grounds.
5. To have sufficient time and space to eat lunch in a pleasant atmosphere.
- To talk in moderate tones in the cafeteria.
 - To dispose of trash in the proper receptacles.
 - To place any unwanted food in the proper receptacles.
 - To use appropriate behavior in the auditorium.
 - To show respect for all individuals, including presenters and performers.
6. To enjoy and participate in assemblies.
- are an extension of the school and all school rules apply.
- To use appropriate behavior in all school-related activities. All school activities
7. To enjoy and participate in school- related activities (dances, field trips, plays, sporting events, etc.)
8. To have an orderly and safe environment in and around the building at all times during school hours, including after-school programs.
- To walk and keep to the right in hallways and stairs when passing. To walk and not run in the building.
 - To observe all playground guidelines and restrictions that pertain to skateboards, rollerblades, etc.
 - To have no physical contact with other students.
 - To not jump, climb, or throw objects in the building.
 - To remain on school grounds at all times while school is in session.
 - To remain under teacher supervision when present after school hours.
9. To evacuate the building safely under teacher supervision in the event of a fire or emergency situation including all drills and building evacuations.
10. To expect that if your rights have been violated, the offender will be sought and action will be taken.
- To maintain silence.

- b) To follow all teacher/staff directions. through the hall during an alarm.
- c) To remain with your class at all times.
- d) To join a class as soon as possible if walking a) To expect that if you are in violation of others' rights, you will accept the consequences.

MASE’s Rights and Responsibilities Objectives:

- Self-Control
- Good Citizenship
- Learning environment that supports student-centered, interactive, hands-on learning.

Process For Determining Consequences For Inappropriate Behavior:

- Each case will be decided on its own merits.
- Staff will make every effort to resolve problems informally.
- Staff will immediately engage parents and guardians for repeated inappropriate behaviors.
- Staff will immediately engage the administration for serious offenses as outlined below.
- The MASE Senior Leadership will review serious offenses and will make recommendations for appropriate consequences, and will follow-up consultation with internal and external resources, assessment, etc.

“Short-range” Measures For Solving Student Behavior Problems May Include the Following:

- Individual follow-up discussion and agreement, with parent notification.
- Teacher/Counselor/Student meeting to develop a plan of action.
- Prompt after-school make-up of lost instructional/learning time with the teacher. ● Behavior contract.
- Exclusion from class activity if the student’s attendance at the activity is likely to threaten the safety of self and others, or causes disruption of the learning environment.
- Lunch/Recess restrictions.
- Restricted bathroom/hallway passes.
- Restricted field trip, class activities, and adventure trek participation.
- Temporary loss of all after-school privileges: athletics, clubs, activities, etc.
- Restoration of property, including replacement compensation, as appropriate.

Attendance

Regular attendance is of vital importance to an effective instructional program. It allows for continuity of instruction, classroom participation, learning experiences, and study, all of which are necessary to attain the goal of maximum educational benefits. There is also a direct relationship between poor attendance and poor academic performance. Students with good attendance records generally achieve higher grades and enjoy school more. Thus, **attendance is required of all students enrolled at MASE during the days and hours that the school is in session, unless it is shown to the satisfaction of the School Director that an acceptable cause exists to justify the student’s absence.**

Absences

A student is considered absent from a class if he or she is not in that class for more than ½ of that class period.

Parents of students who will miss at least ½ of their first period class should call the school office (Jefferson: 901-333-1596) to inform the school if the student will or will not be coming to school that day.

Excused Absences

The following absences may be excused if the documentation listed by each is provided within two (2) school days of the absence occurring:

- a. Illness – Note from doctor’s office/hospital confirming visit on day of illness
- b. Illness lasting more than one day – Note from doctor’s office/hospital confirming visit on first day of illness, as well as form from doctor’s office stating when student is allowed to return to school
- c. Funeral of a family member – Obituary before the funeral; Program from the funeral when child returns to school
- d. Wedding of a family member – Program of the wedding
- e. Attendance at a school-sponsored function

Unexcused Absences

An absence for which no documentation (see above) is provided, or for which a parent writes a note, will be considered unexcused. **A parent-written note will not guarantee that the absence will be excused.**

Compulsory Attendance

All children are required to attend school if they are between the ages of six (6) and sixteen (16). Failure to attend school on a regular basis [fifteen (15) or more unexcused absences in one academic calendar] may result in that child being retained in his or her current grade. The school reserves the right to contact the Department of Children and Family Services after the fifth (5th) and tenth (10th) unexcused absence.

Attendance and School Functions

Any student who is absent during the entire school day, whether that absence is excused, unexcused, or mandated from the school (i.e., suspension), is not allowed to attend or participate in any school-related or school-sponsored function that morning or evening (e.g., sporting events, dances, etc.)

Assignments for Absent Students

Assignments will be given to students who are absent only after that absence occurred and was excused. Students have one (3) days to make up missed work for each day that they were absent.

Checkout

Attendance in all classes is part of the Commitment to Excellence that was agreed to and signed by both parents and students. The school personnel at MASE does recognize that there are certain circumstances for which checking out a student is necessary. MASE does, however, recommend that parents and guardians make such instances rare. In the case of appointments with doctors or dentists, we ask that

parents schedule these during the weekends or breaks during the school year. If a child must check out, please abide by the following.

Checkout Policy

Students will be allowed to check out of school when one of the following circumstances occurs:

- 1) Pre-approved appointment – A doctor’s or dentist’s note has been submitted to the school prior to the time of the appointment. If possible, please get these in at least one day before the scheduled appointment.
- 2) Severe illness in the immediate family*
- 3) Death in the immediate family*
- 4) Any other reasons will be granted on a case-by-case basis. These will be decided prior to the student’s absence from school by the School Director.

Students will be allowed to check out three (3) times per quarter before parents are notified of excessive absences from school. Any extenuating circumstances should be cleared with the grade-level administrator

*Each student is allowed one exception (failing to have information on hand regarding the reason for checkout). At that time, the party checking out the student out must sign a document stating that they will provide the information either by fax or by bringing it in before the student returns to school. If the information is not provided, the student’s ability to check out will be forfeited. If the information is provided to the school, the student will then be allowed another exception.

Special Note: At the end of the academic school year, each student’s file will be audited. In the event that appropriate documentation, relating to the reason(s) for a student’s checkout, has not been forwarded to the school, a violation of the Commitment to Excellence contract will be noted on the student’s record, and will be considered when when student transfers are renewed. A violation of the Commitment to Excellence contract may result in a denial of future transfer renewal applications.

Checkout Procedures

In order to ensure your child’s safety, MASE has put in place certain procedures that **MUST** be followed:

The school-issued “Parent ID” must be presented at the front desk at the time of checkout. After providing the ID:

1. If the person is the parent pictured on the ID, he or she must provide documentation that will be placed in the student’s file that verifies the reason for the checkout (unless this information was already provided and is on file). Should the person not be able to submit such documentation at the time of checkout, he or she must sign a “Student Release Form,” which will be placed in the student’s file. This form will stay in the student’s file until proper documentation, provided in a sufficient amount of time, is submitted. Should no documentation ever be submitted, a parent may not check out his or her child without *prior* documentation unless that parent signs a withdrawal form and transfers the child to another school.

OR...

2. If the person checking the student out is not the parent pictured on the ID, the person must provide a state-issued picture identification card (i.e., driver's license), which must be copied for the student's file. The student's file must be checked to ensure that the person is on the list of approved persons able to check the student out. **All persons must be at least 18 years of age in order to be placed on the approved list of persons able to check a student out.** This person must also provide proper documentation at the time of checkout. Should no documentation be available, the school office must contact the parent or guardian of the child to explain that this person must sign the "Student Release Form" on the parent's behalf, and that the form will remain in the student's file until such time as proper documentation is provided. Should no documentation ever be provided, no person other than the parent may check the student out, and the student will be released only when the parent has signed a withdrawal form and transferred the student to another school.

Emergency Contact Form

At the beginning of each academic year, the parent(s)/guardian(s) of each student enrolled at MASE must fill out an information sheet, providing such information as contact numbers for the parent(s)/guardian(s), allergies that the student may have, and who to contact in case of an emergency. All persons listed on the "Emergency Contact Form" are able to make decisions regarding the child if the school is unable to contact the parent at any of the numbers provided. The listed persons are also able to check the student out, provided he or she has the appropriate identification (see *MASE Identification Badge* section). Since these persons are able to take the actions listed above, everyone listed on the "Emergency Contact Form" must be at least 18 years of age.

Copies of the "Emergency Contact Form" are available in the office.

Homebound

Due to the rigor and the structure of the academic program at MASE, the school does not provide homebound services to students who will be absent for extended periods of time, nor will the school accept work or grades from another school system's homebound program. MASE will do everything in its power to make as many appropriate accommodations as possible so a student misses as few days as possible.

Religious Holidays

A student's absence for a religious holiday must be pre-approved by the School Director in order for the absence to be excused. Absences for religious holidays are excused on a case-by-case basis. Without prior approval from the School Director, if a student is absent from school and claims it was for religious reasons, the absence may not be excused.

Student Release Form

A parent or guardian who wishes to check out his or her child without first submitting the required documentation must sign a "Student Release Form." This form states that the parent/guardian is using his

or her one time to check out the student without having to produce documentation regarding why the student is being checked out. This absence is unexcused. This absence will remain unexcused, and the form will remain in the student's file until proper documentation regarding the checkout is submitted. Once documentation is submitted, the form will be removed from the student's file, the absence excused, and the parent/guardian will have another opportunity to check out the child without first providing documentation. Should no documentation be submitted, the form will remain in the student's file, the absence will be unexcused, and the parent/guardian will be unable to check out his or her child without prior documentation regarding the reason for the checkout unless the parent withdraws the child and transfers him to another school. **Should a parent refuse to sign the student release form, a blank copy of the form will be placed in the student's file with a notation regarding the parent's refusal to sign. This will be treated as if the parent signed the form and failed to bring proper documentation.**

A copy of the student release form is attached.

Tardiness

Here at Memphis Academy of Science and Engineering we are committed to improving student's achievement. We are concerned when students miss part of a lesson, for any reason. The process of education requires, instruction based on skill building, class participation, learning experiences, and study. Frequent tardies and absences affect your student's learning opportunities.

A student is considered tardy to school if he or she arrives after 7:30 am. All tardy students must report to the main office to check in before proceeding to class.

A student is tardy to class if he or she is not in that class by the time that class is scheduled to start (see grade schedules).

Parents of students who will be tardy to school should escort their child to the school office to sign them in.

Excused Tardies

The following tardies may be excused if the documentation listed is provided when the child is brought to school:

Illness, doctor or dentist appointment – Note from doctor's office/hospital confirming visit on day of tardy

Unexcused Tardies

A tardy for which no documentation (see above) is provided, or for which a parent writes a note, will be considered unexcused. **Being tardy to school because of traffic *will not* be considered excused. A parent-written note does not guarantee that the tardy will be excused.**

Starting Monday, September 2, 2019 we will enforce our Attendance Policy. Please refer to the bullets below to see a detailed list of intervention and consequences for absences and/or tardies. Regular school attendance is required by State law. Tardies interrupt the classroom and interfere with the learning environment for all students. Also, when students arrive extremely late, tardies can become absences as defined by State and District attendance rules.

Tardy Policy/Intervention

- 3 Tardies will equal to 1 absence, Student Intervention with Parent
- 5 Tardies will result in 1-Day After-School Detention
- 7 Tardies will count as 1 absence and 1-Day ISS (In-School Suspension)
- 9 Tardies will count as 1 absence and a 1-Day Out of School Suspension
- 10 or more Tardies will be referred to the District Attorney's Office

Absentee Policy/Intervention

- **Tier I (2-4 unexcused absences)** a conference with the student and the student's parent/guardian.
- An attendance contract, based on the conference, to be signed by the student, the parent/guardian, or other person having control of the student, and the school leader or designee. The contract shall include:
 - A specific description of the school's attendance expectations for the student;
 - The period for which the contract is effective; and
 - Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
- Regularly scheduled follow-up meetings, which may be with the student and the parent/guardian, or other person having control of the student, to discuss the student's progress
- **Tier II (4-6 unexcused absences)** if the student accumulates additional unexcused absences in violation of the attendance contract required under Tier I, the student will be subject to Tier II. Tier II shall include an individualized assessment by a school employee of the reasons the student has been absent from school. This may result in referral to counseling, community-based services, or other in-school or out-of-school services to address the student's attendance problems.
- **Tier III (6-10 unexcused absences)** If the truancy interventions under Tier II are unsuccessful and the student continues to accumulate additional unexcused absences, Tier III shall be implemented. Tier III may consist of one (1) or more of the following interventions, as determined by a team formed by the school:
 - School-based community services;
 - Participation in a school-based restorative justice program;
 - Referral to a school-based teen court; or

- Saturday or after school courses designed to improve attendance and behavior.

Please make sure that your student attends school every day and is on time. Discuss this issue with your student, pointing out the importance of being in the classroom and ready to learn when school begins. Do not hesitate to contact us to assist you and your student in any way to improve school attendance.

Procedures

Announcements

Announcements of concern to students and teachers will be sent, when necessary, via electronic mail to each student's personal e-mail account. Through this system, the Student Council, teachers, and administrators supply students with additional information regarding activities and organizations not mentioned in this handbook. Announcements will be sent only if they have been approved by the School Director or grade-level administrator and presented to said persons before the end of the previous school day.

Cafeteria

MASE provides a breakfast and lunch program for every student enrolled. Students opting not to eat a lunch provided by the school should bring a sack lunch from home. Students who are eating a breakfast and/or a lunch provided by the school must notify the school in order to receive the meal. In order for report cards to be mailed or for a student to leave MASE (whether through a transfer or graduation), all accounts regarding monies owed to the school for providing a breakfast and/or lunch must be paid. Free or reduced-price meals are available to those students whose families meet Federal guidelines. Applications may be made at any time if the family's economic situation changes. State and federal statutes regulate free and reduced-price status. Any misuse or fraudulent activity will result in disciplinary action.

Breakfast

Students who enter school between 7:00 a.m. and 7:20 a.m., will have the opportunity to eat a breakfast provided by the school. Breakfast is to be eaten in the cafeteria and must be finished before dismissal to classes. Before proceeding to classes, students must ensure that the area is clean. All garbage must be thrown away in the proper trash receptacles, and any spills must be cleaned.

Lunch

Parents are encouraged to ensure that their scholar has everything for his or her school day before they arrive at school. This includes lunch. All students without a lunch are offered a school-provided lunch. Under no circumstances may a fast-food lunch be brought to a student.

General Rules and Guidelines

- Students are expected to conduct themselves in a quiet and orderly manner at all times.

- Students should not play video games, listen to music, or use their laptop computers during lunch.
- Cellular phone use is prohibited throughout the entire school day, including lunch. A \$10 fee is required when parent or guardian picks up the device.
- All items, including garbage, must be taken to the designated areas.
- Students are not allowed to bring to school or to have someone bring to school any fast- food lunches.

Dismissal

Middle School Drop-off/Pick-up

Middle school pick-up/drop-off area is located in the front of the school. All middle school parents should enter the school from Jefferson Ave and exit onto Montgomery Ave. If parents choose to park and wait for their scholar, he/she should park in the south-west parking lot.

High School Drop-off/Pick-up

High school drop-off/pick-up area is located on the east side of campus. All high school parents should enter the school from Jefferson and proceed to the right towards the east side of campus for student pick-up/drop-off. Parents should then exit campus onto Poplar Ave, making a **RIGHT** turn **ONLY**. These vehicles are not to impede the flow of traffic and must exit the school heading east on Poplar Ave. At **NO TIME** should a high school student be dropped-off or picked-up at the front of the school.

Entering and Leaving School

Parents of middle and high school students should not drop off their child before 7:30 a.m. Once dropped off, students are to remain on school property until dismissal, or until checked out. If Students are dropped off early, they should not enter the building before being directed to do so by a teacher or an administrator. All students arriving to School after 7:30 a.m. are to report to the main office to sign in tardy and wait to be escorted to class. Students are to promptly leave the school building upon dismissal. After being dismissed, students are not to re-enter the school building. Faculty and staff are required to arrive to school by 7:00 a.m. and end their day at 3:30 p.m.

Hall Pass

Students are given hall passes for front office visits and emergency use **ONLY!**

Lost and Found

Personal property, including but not limited to, cell phone, iPads, iPods, **lasers, radios, recorders, walkmans, CD and tape players, pagers, expensive jewelry, electronic games, etc., may not be brought to school** by students during normal school hours. The school will not accept responsibility for the loss of personal property. These items will be confiscated and returned only to parents. Should a child lose an item of this nature, he or she is to inquire at the main office, where students or staff members who

find items lying around are to turn them in. Items not claimed by the end of the school year are donated to a charitable organization.

Photographs/Videotapes – Public Relations

From time to time, outside media sources such as newspapers, television news crews, and public relations photographers and videographers come to the school to take photographs or film. **If you do not wish to have your child photographed or videotaped, you must complete the “Media Consent Form.”** This form does not cover photographs taken for the MASE yearbook or MASE newspaper; all students, through their enrollment at MASE, automatically give their consent to be photographed by members of the yearbook or newspaper staffs for the purpose of being published in those school-approved activities.

Locks and Locker Rentals

All high school students must rent a locker only if he/she choose to carry a backpack. The cost of the rental-lockers are \$10.00 and are non-refundable. Locks are also available to rent by members of the Student Affairs Department at the cost of \$3.00 and are non-refundable. If a student choose to bring their own lock, it should be a combination lock and a copy of the combination must be given to a member of the Student Affairs Department.

Pupil Records

Parents, legal guardians, and adult pupils are advised that they have the right to review pupil records in accordance with State law. Such requests must be directed to the School Director for prior approval at least three (3) school days in advance of requested review.

School Closings

Inclement Weather All-Day Closings – Notice of school closings will be posted on the Memphis City Schools Website. School closings will also be available during news broadcasts of Channels 3 (WREG) and 5 (WMC), as well as on the websites for Channels 3 and 5. This information will be available at approximately 6:00 a.m.

Delayed Opening Pupil Time Schedules – In the event that weather conditions do not permit school to start at the normal time, but should be clear for most of the school day, school for all students will begin at 10:00 a.m.

Parent Responsibilities

Parents should make arrangements with neighbors or other responsible individuals to drop off their children should they not be able to do so in case of a delayed opening. Absences on delayed-opening school days will be considered unexcused without the proper documentation (see Attendance section).

Electronic Use

Electronic use including cellular phone use is prohibited during the school day. In case of a problem or an emergency during the school day, students' may be allowed to make phone calls using his/her cellular phone or office phone. If it is found that a student used a cellular phone or any other electronic device during school hours without authorization from school personnel, the device will be immediately confiscated and returned to the parent ONLY at the cost of \$10.00.

Visitors

State Law – By State law, all persons who are not regular members of the school personnel must report to the main office and state their reasons for being on school grounds or in the building. As to whether the person may remain is entirely up to the School Director. This law is for the protection of students and staff, and it will be enforced.

Student Visitors – Bringing visitors to school is discouraged. However, if there is a valid reason why a visitor must come to school with one of our students, this will be considered by the School Director, or another administrator. The student must complete a “Request for Student Visit Form” at least three (3) school days prior to the visit. Students are responsible for the behavior of their visitor while at school. The visitor must have a pass from the office.

Parents as Visitors – In an effort to minimize class disruption, all parent messages and/or drops for students will be held in the main office. Students may pick up messages and/or items from parents at the end of the school day if a member of the office staff was unable to take the message or item to the student during school hours. Parents wishing to visit with their child at school must first secure permission from the grade-level dean at least one (1) school day prior to the visit. Parents appearing at school wishing to visit with their child on the same day may be asked to wait until such a time that it will not be disruptive to the student's class schedule. **All decisions regarding parents visiting their children during school hours are made by the School Director and are final.**

Medication and Illness

MASE wishes to cooperate fully with students, parents, and the medical profession to assure that any student receives required medication during the normal school day at the time(s) the student needs it. It is preferred that medications be taken by students at home. However, MASE recognizes that certain circumstances may necessitate taking medication during school hours. Guidelines have been established to maintain control of authorized drugs within the school and to ensure the health and welfare of the students.

Administering Medication

Before any medication may be administered to or by any pupil during school hours, parents are required to submit the proper forms (see below) for such medication, and relieve MASE and its employees of liability for any actions related to the administration of medication.

Illness or Injury during the School Day

Illness – Should a student become ill during the school day, he or she must notify a teacher or other school personnel, who will, at that time, call the parent or guardian. The parent may opt to bring medication to the student, or check the student out. **If the parent chooses to check the child out of school, that parent *must* take the child to the doctor in order for the check-out to be excused.** A parent does not need to sign the “Student Release Form” if the school called the parent regarding the child’s illness.

Injury – If a child is injured at school, an incident report will be completed and filed. Parents and guardians will be notified of the injury. The parent may opt to check the student out at that time, without having to sign the “Student Release Form.” However, **in order for the check-out to be excused, the parent must take the child to see the doctor the same day the injury occurred.**

Immunization Requirements

All students must meet Tennessee state immunization requirements. The school is required to maintain official school records indicating:

1. DTP Vaccine (diphtheria and tetanus toxoid and pertussis vaccine): A 10-year booster shot is recommended for all students in grades 6-12.
2. Polio Vaccine
3. Measles Vaccine
4. Rubella Vaccine
5. Mumps Vaccine
6. Hepatitis B Vaccination Series

School personnel will annually review records and advise students of deficiencies or updated requirements. Students transferring to MASE must submit documentation of compliance with the law in the form of official school records, records from a public health department, or a certificate signed by a licensed doctor.

Non-compliance with these requirements may result in a student being excluded from school until such time that appropriate documentation is provided.

Non-Prescription Medication

Students are permitted to carry a one-day’s supply of non-prescription medication to selfadminister *if* a **“Parent’s Non-Prescription Medication Request Form”** is signed by the parent and on file in the office. Copies of this form are in the main office.

Prescription Medication

In accordance with school policy, prescription medications must be kept locked in the main office and administered by school personnel. **A “Physician’s Medication Procedure Request Form,” as well as a “Parent’s Medication Procedure Request Form,” must be completed, signed, and on file** in the office before any prescription medication will be given. Copies of these forms are in the main office. In rare

instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him or her, the physician will note this on the required form.

Co-Curricular and Extra-Curricular Activities

Activities

All activities are carefully planned to be age-appropriate and engaging. One of the goals for scholars' activities is to allow the student to explore many after-school options in a nonthreatening manner.

Transportation to Activities

If a scheduled activity takes place off campus, the student must have a consent form signed by the parent, allowing MASE to transport the child to and from the school and the designated area for the activity.

Honor Roll

Students are rewarded for their hard work and determination at MASE. One of the many ways in which they are rewarded is by being placed on one of the following honor rolls:

Principal's List – All A's and all S's, with perfect attendance

Distinguished Honor Roll – A's, B's, and S's or better

Effort Honor Roll – no minimum GPA; based on teacher recommendation; criteria include: a) all conduct at least an S or better

- b) volunteer their time to help
- c) can be counted on
- d) generate positive feelings through the things they say and do
- e) two (2) teachers who acknowledge the student's improvement and effort in class

Awards and Incentives

Students at MASE are rewarded for the wonderful things they do and accomplish. Students are recognized for their work at an assembly held during the school day, in front of the entire school. Parents are welcome to attend these assemblies. Some of the awards include:

Perfect Attendance – Each student who has been neither tardy nor absent from school, and has neither checked in nor checked out of school, will receive a certificate and an item of value. This is awarded at the end of the year.

Honor Roll – Each student who earns the grades to be on one of the honor rolls (see Honor Roll section) will receive a certificate and an item of value. This is awarded at the end of each quarter.

National Junior Honor Society

MASE joined the National Junior Honor Society in 2005. The purpose of this society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

Students do not apply for membership. Rather, it is an honor bestowed upon a select group by the faculty and administration. The selection for membership is based on outstanding scholarship, character, leadership, and service. Once selected, members have the **responsibility to continue to demonstrate these qualities**. A cumulative GPA of 3.5 is to be maintained. If a student falls below this, he or she will be given a warning to improve. If a student does not bring the GPA back up to an acceptable level by the end of the next quarter, he or she will forfeit membership. Each member must also complete at least four hours of approved community service each semester.

Students in the seventh, eighth, and ninth grades are eligible for membership in the National Junior Honor Society.

Students who transfer to MASE who were members at their previous school are automatically members, provided they maintain membership status (see above).

Eligibility – To be eligible for membership, a student must have been in attendance at MASE for at least the equivalent of one semester. In all cases, only those students who have a cumulative GPA of 3.6 or better meet the scholarship requirement for membership. The GPA is based on the quarter grades in all subjects. Students whose grades qualify are then considered on the basis of leadership, service, and character.

Once selected, members must maintain a cumulative GPA of 3.5; a check will be done at the end of each quarter. If a member's GPA falls below 3.5, a warning letter will be sent to the member, and he or she will have one quarter to raise his or her cumulative GPA. If the student fails to meet the minimum GPA requirement by the end of the next quarter, then the faculty and administration will meet to determine if the student will continue as a member of the honor society on probationary status, or will be removed from membership. Once a member has been removed from membership, it is very difficult to re-enter the honor society, and it may affect a student's eligibility to become a member of National Honor Society.

Evaluation – Students fill out a Student Activity Information Form and a Student Personal Evaluation Form. To be considered for membership, a student must be actively involved in at least two extra-curricular activities (whether or not they is school-related) during the current year. The faculty members who have been involved with any of the students being considered for membership will fill out an evaluation form for each student. These forms examine the student's leadership, character, and service. The faculty and administration review the various information and evaluation forms, as well as any verifiable information about each candidate. A point system is used to evaluate students. Students who earn the required number of points are inducted into the Society.

Induction – Students who meet the necessary requirements will be admitted into the Society after an interval of approximately six weeks. During this period, students are considered probationary members. If the student continues to uphold the ideals of the Society, he or she is inducted at the end of the probationary period. The induction ceremony, which takes place during the school day in front of all members of the seventh, eighth, and ninth grades, occurs in the Spring.

NJHS Activities

The MASE Chapter of NJHS annually determines a project the group will undertake. The NJHS is an active service organization, contributing to the welfare of our school and community. Thus, this service project does not count toward the required four hours of approved community service that each student must perform each semester. Members are expected to be active in supporting the ideals of scholarship, character, and leadership.

Discipline

A Culture of Performance

MASE is an academically-challenging, college-preparatory middle/high school. MASE has established a culture of hard work, academic curiosity, and excitement around each student's ability to contribute to our environment. This "culture of performance" focuses on the school's administration, faculty and students. As a result, students are expected to behave in an appropriate manner, with self-discipline as a matter of routine.

General Statement

To develop self-discipline, students must assume increasing responsibility for their own behavior. They are expected to obey all rules and regulations, which have been developed by the school to ensure the orderly operation of the educational program. When a student violates these rules and regulations, the parents and school personnel have a shared responsibility in taking necessary action to correct a student's behavior. Every reasonable effort shall be made to change a student's inappropriate behavior through alternative means before implementing more severe action, such as suspension or expulsion. It is hoped that all MASE students will demonstrate their dedication to high moral standards. Adherence to high moral standards indicates a student's willingness to take responsibility for his/her actions and education.

MASE's Expectations of Proper Conduct

- Students are expected to attend school regularly and to be in class on time with proper materials, prepared to work.
- Student behavior should not hinder or disrupt the teaching/learning environment.
- Students are expected to be respectful, courteous, and cooperative with school personnel and fellow students.

- Students should care about the appearance and reputation of their school, and work diligently to maintain a positive image.

Conducive Environment

The policies outlined in this section, which adhere to the State's zero-tolerance policies, will ensure a safe and efficiently-operated school environment. A safe school environment includes the classrooms, hallways, and common areas. All students will be instructed via a student handbook concerning the results of violating school policy. Students who do not violate these policies will be segregated from offenders immediately, in the manner described later in this section. Moreover, MASE is committed to the idea that the learning process should, at no time, be interrupted. Discipline and classroom disruptions will be handled by both teachers and the administrator(s). Students and instructors will respect each other and their surroundings. Corporal punishment will not be used.

Disciplinary Steps

- Verbal warning/Proper documentation of incident
- Teacher/Student Conference
- Conference with Parent (call home)
- Detention
- Parent/Student/Administrator Conference
- In-School Suspension
- Suspension
- Expulsion

Student Expectations

Parents and students will sign a contract promising to honor the code of behavior drawn up for MASE. The behavior policies will be distributed to students and parents, and reviewed during orientation. This code of behavior, in addition to stipulating standards of conduct, will specify disciplinary measures to be taken in the event of misbehavior.

Suspension

There are two types of suspension: in school and out of school. When a student is suspended, he or she will not be allowed on campus during the suspension period. When suspended in school, he or she is assigned to an isolated room for the day or period, and may not leave the room during the times other students are out of class. In both forms of suspension, the student will be permitted to make up any missed assignments, presentations, or exams. Parents of a student who is to be suspended will be notified. The school's administration may require that a parent conference take place before the student returns to regular school activities.

Expulsion

Parents of students recommended for expulsion will be notified by the administration. A meeting of the school's Disciplinary Board will take place. At that meeting, the student and his or her parent(s) have the opportunity to make a presentation to the board before a final decision is rendered. The board's decision

is *final* and will be communicated to the parent(s) and the student directly and in writing within forty-eight hours of the meeting. The following are examples of the cause for an expulsion but are *not limited* to this list:

- Chronic flagrant disrespect and insubordination
- The use of (or the providing of) explosive devices, such as fireworks
- Instigating or participating in group rebelliousness
- Harassment of a teacher. *Harassment* means disturbing or irritating persistently. *Harassment* implies systematic persecution by besetting with annoyance, threats, or demands.
- Serious misconduct while on disciplinary probation
- Stealing, malicious damage, or destruction of an individual student's or the school's property
- The use and/or possession of tobacco, alcohol, drugs, or drug paraphernalia
- Possession of weapons on campus
- Hazing, racist acts, or persecution of other students

A student who is expelled will have the option to return to his or her neighborhood city school, or to seek private-school placement.

MASE Middle School Dollar System

As we work to provide a productive learning environment, it is equally important for us to acknowledge and reward desirable behavior in students. We accomplish this primarily through the MASE Middle School Dollar System. This reward system acknowledges individual acts that promote a positive community and support academic achievement. Students can earn MASE Middle School Dollars from a staff member for a variety of reasons, including but not limited to:

- volunteering to help a student or teacher
- volunteering service to the school
- taking initiative
- showing courtesy
- performing an act of kindness
- outstanding effort or improvement
- doing what's expected when others are not ● exhibiting the core values

Students accumulate MASE Middle School Dollars over time and can use them for special privileges. MASE Middle School Dollars can also be accumulated by committing to the following behavior.

Respect- *Treating others with care and courtesy and representing yourself, family, and school with pride.*

Integrity- *Always doing the right thing even when no one is watching.*

Community- *Collectively working hard to ensure a positive culture and academic achievement in a safe and supportive environment.*

***Excellence-** Commitment to high-quality education and high-expectations in all that we do.*

Also,

- having necessary materials for class and maintaining a clean space
- work ethic in class
- degree of respect and cooperation in class
- degree of participation and alertness
- quality of questions and comments

Procedures

- Each student in the school has a weekly paycheck, which captures his or her behavior throughout the week. Students may **earn** money for scholarly habits, but may **lose** money for choosing not to uphold one of the school's values. The money the students **earns** comes in the form of "MASE Middle School Dollars" which may be used for purchasing items at the school store, including school supplies, snacks, games, etc.
- Students begin the week with 50 MASE Middle School dollars.
- If a student chooses to not uphold one of the school's values, then money is deducted from that student's paycheck. The amount of money deducted from a student's paycheck varies according to the infraction.
- When a student/ violates one of the items on the paycheck, the student **loses** the appropriate amount of money from his or her paycheck and the violation is recorded on the paycheck.
- If a student does something exceptionally well or goes above and beyond in upholding one of the values, the teacher may add 2-5 dollars to that student's paycheck.
- The amount of money a student earns over time also determines his/her eligibility for field lessons (field trips) and incentive activities offered by the school. Students are not penalized for spending their money at the school store; field trip eligibility is determined strictly by the student's weekly average dollar amount and is not inclusive of dollars spent. Further, money is not deducted from students' accounts when they attend field trips.
- Teachers are constantly monitoring students' paycheck and enforcing consequences for students who have significant deductions.
- Students who lose up to five dollars a day or more are required to have detention. During this time they will reflect on what they need to do to increase paycheck amounts for the following week.
- Students need to understand that low balances and negative balances will keep them from maintaining weekly averages that will allow them to attend semi-monthly field lessons and the end of the year out of state field lesson. Additional consequences may be enforced at the teacher's or administrator's discretion based upon the severity of the infractions.
- At the end of the week, all of the teachers calculate and make a copy of their students' paycheck, and a copy is sent home weekly/bi-weekly. Every student is expected to return the paycheck signed by his or her parent.
- The following amounts are listed below to give you some guidance and how to gauge your child's week in school:

- A 34 and below unsatisfactory week

A 35-39 paycheck means that a student needs improvement

A 40 -44 paycheck means that a student had a satisfactory week.

A 45-49 paycheck means that a student had an excellent week.

A 50 or higher paycheck means that a student had a perfect week.

SCHOOL-RELATED DISCIPLINARY OFFENSES

Below is a description of school-related disciplinary offenses for which a student may be subject to detention, in-school suspension, out-of-school suspension, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- while the student is on school grounds or school-related transportation; • during a school-sponsored activity; or
- during events sufficiently linked to school.

Paycheck Deductions and Detentions

If a student commits any of the following infractions, the student may receive a paycheck deduction, may receive detention, may lose some or all school privileges, may be sent out of class, and/or may be sent home for the rest of the day. Infractions include, but are not limited to:

Level 1 Offenses:

<ul style="list-style-type: none">• Not following directions• Running in hallways• Excessive talking	<ul style="list-style-type: none">• Derogatory notes/pictures• Teasing/put downs• Inappropriate language
	<ul style="list-style-type: none">• Eye rolling
<ul style="list-style-type: none">• Interrupting• Consistent tardiness• Name calling• Misuse of materials	<ul style="list-style-type: none">• Wandering• Mocking

Level 2 offenses are handled by the teacher. Documentation of behavior and action in the behavior log is highly suggested. All behavior log documentations must be emailed to parents through teacherease. Parent contact via phone is highly suggested. Discipline/Interventions procedures ranges from parent notification to In School Suspensions (ISS).

Level 2 Offenses:

<ul style="list-style-type: none"> ● Repeated behavior of level 1 offenses ● Back talking/arguing ● Inappropriate gestures/language ● Taunting 	<ul style="list-style-type: none"> ● Cheating/Plagiarism ● Throwing objects
<ul style="list-style-type: none"> ● Refusing to work ● Open defiance 	<ul style="list-style-type: none"> ● Horse-playing

Level 3-5 offenses are handled by the administration. Direct Discipline referral through discipline log with detailed, word to word narrative of behavior and action is required. Administration will make parent contact. Discipline/Interventions procedures ranges from parent notification, Out of School Suspensions (OSS) and/or expulsion.

Level 3-5 Offenses Zero Tolerance:

<ul style="list-style-type: none"> ● Repeated behavior of any offense level ● Fighting ● Ethnic slurs ● Cutting class ● Obscene gestures ● Leaving school/class without permission ● Trespassing 	<ul style="list-style-type: none"> ● Disrespect for authority ● Bullying ● Threatening/taunting ● Threatening bodily harm ● Weapons/facsimile of a weapon/dangerous instrument ● Gambling ● Attempt to sell unauthorized product
<ul style="list-style-type: none"> ● Inappropriate touching ● Damaging property/Vandalism ● Direct and willful disobedience of school rules and policies 	<ul style="list-style-type: none"> ● Stealing ● Use of profanity ● Pulling fire alarm ● Excessive truancy
<ul style="list-style-type: none"> ● Disruptive clothing ● Drugs ● Forgery ● Extortion 	<ul style="list-style-type: none"> ● Harassment, including sexual harassment ● Assault with intent to fight with another student

Fraternities, Sororities, Gangs, Etc.

Students may not wear specific gang colors, hats, bandannas and/or other paraphernalia is not allowed in school. Any form of related graffiti is equally unacceptable. Consequences include ten (10) days OSS, referral to the police, a parent conference, and possible recommendation for expulsion.

Computer Usage

Maliciously damaging or tampering with a school-issued laptop, either the student's own or another student's, or the use of unauthorized/inappropriate websites. Consequences may include a warning, ISS, restitution, and possible OSS.

Theft

Theft of school, staff or student property, from stores on the way to and from school, or possession of any stolen property. Consequences range from OSS to expulsion.

Weapons

Consequences will be applied if the student is using the weapon/item OR if the student is in possession of the weapon/item. A student shall not possess, handle or transmit any object that may reasonably be considered a weapon or instrument capable of inflicting harm.

Examples of such devices include but are not limited to: knives, firearms, clubs, mace, brass knuckles, chains, firecrackers, lighters, and matches. Possession of a weapon includes but is not limited to a student's locker, book bag or person. Weapon violations are zero-tolerance offenses; expulsion will be recommended. If expulsion does not occur, the student may receive 10 days OSS.

Bomb Threat/False Fire Alarm/Arson

Consequences may include 10 days OSS, possible recommendation for expulsion, and/or referral to the police.

Note: Students suspended from school (OSS) are not permitted to be on campus or to attend school functions during the time they are suspended. Violation of this may result in police arrest and additional school suspension.

MASE Uniforms

Uniform Requirements:

(General Guidelines for Both Boys and Girls) **Boys**

Uniform:

- SPIKNER/COLE'S MASE Blazer
- SPIKNER/COLE'S White Oxford Shirt with MASE logo
- SPIKNER/COLE'S gray long pants (Dickies and Cargos pants are prohibited)
- SPIKNER/COLE'S purchased tie
- Black dress belt with no ornamentation.
- Black or gray dress socks (No athletic socks)
- Black formal/casual shoes

Girls Uniform:

- SPIKNER/COLE'S MASE Blazer
- SPIKNER /COLE'S White Oxford Shirt with MASE logo
- SPIKNER/COLE'S plaid pleated skirt
- SPIKNER/COLE'S purchased gray pants
- SPIKNER/COLE'S purchase cross tie
- White, gray, burgundy, or black knee-high socks
- Black formal/casual shoes (heel shoes should not exceed 2-inches in height)
- White, gray, burgundy, or black hair accessories

Uniforms:

1. All uniforms will be purchased through SPIKNER Uniforms/COLE'S and, with the exception of black formal shoes, black belt and gray pant (Dickies and Cargos pants are prohibited).
2. Students must attend school in full uniform, failure to do so will result in non-attendance.
3. SPIKNER/COLE'S will hold fitting sessions to insure the proper fit of uniforms.
4. Gray dress pants purchased from another source should fit appropriately. If a student continues to wear pants that do not fit, they will be required to purchase appropriately fitted pants through SPIKNER School Uniforms/COLE'S. Pants must be worn at the waist. Sagging pants and/or tight pants will NOT be allowed.
5. Students should be well-groomed at all times. Uniforms are to be cleaned, pressed and in good repair.
6. Oxford uniform shirts must be tucked in completely at all times.
7. Shoes must be black dress shoes, closed-toed, and must have a back. No tennis/bowling /walking/jogging shoes are allowed. Heels are limited to two inches.
8. Only black belts are allowed.

9. Any undershirts must not be visible. Students may not wear printed t-shirts underneath their blouses/shirts.
10. Skirts should fall no higher than one inch above the knee.
11. Tights are acceptable in solid black, solid gray or solid burgundy. Tights are not to have any design or patterns at all.
12. NO hats, caps, beanies, do rags, head wraps, scarves or bandanas can be worn.
13. MASE blazers must be worn at all times throughout the school day.
14. For a student's benefit, all uniforms and personal property should be clearly labeled. The school cannot be responsible for lost articles.

Jewelry:

1. Earrings are limited to one pair of matching earrings no larger than one inch. Studs are preferred. No body piercings are allowed to show.
2. Boys are not allowed to wear any earrings.
3. Students may wear one bracelet, one watch and one necklace, but must to be worn under their oxford shirt. Students are not permitted to wear excessive or faddish jewelry.

Grooming:

1. Tattoos must be covered at all times.
2. Males should be clean cut and shaved.
3. Males hair must be basic fade or crew cut. No Mohawks, high top fades or hair designs.
4. All hair must be natural colors. No bleached hair.

Bags:

1. Purses of a reasonable size are allowed, but their access may be restricted. If a book fits in the purse, it will be classified as a book bag, not a purse.
2. Back packs must be mesh or see through only for safety purposes.

*****The school reserves the right to make decisions about any items or styles not specifically addressed here, and to send any student home who does not comply with these regulations*****

Alternative Uniform:

Students in alternate uniforms will be allowed on campus **ONLY** if they have a receipt in hand showing purchase of uniform, otherwise, they will be subject to non-attendance until a uniform is secured. The alternate uniforms are as follows:

Boys:

- White Oxford Shirt
- Gray long pants (Dickies and cargos pants are prohibited)

- SPIKNER purchased tie/black tie
- Black belt
- Black formal/casual shoes

Girls:

- White Oxford Shirt
- Gray pants (found in uniform stores)
- SPIKNER purchase cross tie/black cross tie
- White, gray, burgundy, or black knee-high socks
- Black formal/casual shoes (hill shoes should not exceed 2-inches in length)
- White, gray, burgundy, or black hair accessories

Search and Seizures

To maintain order and discipline in the schools, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below, and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student desks are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks. Students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials. Periodic, general inspections of desks may be conducted by school authorities for any reason. This may occur at any time, without notice, without student consent and without a search warrant.

A student's person or personal effects (e.g. purse, car, book bag, or athletic gear) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband material. If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities. A student's failure to permit searches and seizures as provided by this policy will be considered grounds for disciplinary action and potentially permanent expulsion.

Officers of the law, appearing with duly-processed search warrants, should be accorded the right to search or inspect according to the order. The School Director shall be notified of such searches as soon as possible, and the parents of the student shall be informed.

Complaint Procedure for Parents

The purpose of this guide is to aid parents in securing—at the lowest possible administrative level—prompt and equitable resolution of student or parent complaints. Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the MASE Board of Directors as a whole, or to a Board member as an individual, it will be referred to the School Director for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

The goal of this section is:

- To establish a simple framework for addressing concerns.
- To provide for prompt resolution of concerns.
- To ensure that all parties will participate in a cooperative manner to resolve concerns.
- To ensure that most concerns will be handled without resorting to this procedure beyond Step 1.
- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students.

Step 1 – Direct Conversation

If a parent has a disagreement or misunderstanding with a teacher, the parent should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five (5) calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

Step 2 – Fact and Possible Resolution

If a parent or the teacher is not satisfied with the outcome of Step 1, or the parent/teacher is unwilling to meet independently, without the presence of an administrator, a meeting with the teacher, appropriate administrator, and parent will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step 1. This step is to be informal and verbal. No further action will be taken beyond Step 2, unless the parent submits **in writing** a signed and dated statement of facts giving rise to this concern, the name of the accused teacher, and the remedy sought.

Step 3 – Formal Process

If a parent's concern is not satisfactorily resolved at either the first or second level, the parent should then refer this concern to the School Director in writing. At that time, another meeting will be arranged at the convenience of the parent and staff member directly concerned, but in no case later than ten calendar days (subject to change by mutual agreement). The staff member has the right to be part of all meetings, with or without a representative as he/she so determines. The School Director or his/her designee will supply written dispositions to all parties within five calendar days. Copies of the disposition will be sent to the Board of Directors. The disposition may also be placed in the teacher's personnel file when deemed

appropriate by the School Director. The teacher and parent shall be informed if the letter is to be placed in the personnel file.

Step 4 – Discipline Review Board

If either party is still dissatisfied with the outcome of Step 3, the problem will be placed on the agenda of the next regularly scheduled discipline review board, on which one member of the Board of Directors sits. The meeting will be held in executive session, with only the discipline review board members and the affected persons present.

Step 5 – Executive Session

If either party is still dissatisfied with the outcome of Step 4, the problem will be placed on the agenda of the next regularly scheduled Board of Directors meeting. The meeting will be held in executive session, with only the Board of Directors members and the affected persons present.

Dispositions

Dispositions of all meetings will be rendered in writing within five (5) school days of the meeting, with reasons stated.

Repeat Concerns

If a parent believes there has been a repeat of the previous concern, they may go directly to Step 3 - "Formal Process."

Code of Conduct for Parents/Guardians

At MASE, we believe that good parent/guardian relationships build invaluable bridges. The faculty and staff are earnestly working toward improving parent-teacher-student relationships to ensure a supportive learning environment for all stakeholders at MASE. As a condition of enrollment at MASE, parents/guardians of a student are expected to conform to standards of conduct that are consistent with the principles of the school, as determined by the school in its discretion.

These principles include, but are not limited to, the following:

- 1.** Parents/guardians are expected **to work courteously and cooperatively with the school** to assist the student in meeting the academic and behavioral expectations of the school.
- 2.** Parents/guardians **may respectfully express their concerns** about the school operation and personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- 3.** These expectations for **parents/guardians include but are not limited to, all school-sponsored programs and events** (e.g. extended school enrichment, field trips, athletics, etc.)

The school reserves the right to determine, at its discretion, which actions fall short of meeting the principles of the school. Failure to comply with these principles will typically result in a verbal or written warning to the parent/guardian. It will first result in disciplinary action short

of a requirement to withdraw from the school (suspension of the parent/guardian's privilege to be present on campus grounds and/or participate in school activities, volunteer work, etc.).

The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

MASE Community Code of Conduct Handbook

Please Return This Page:

For Students: I understand that I must read sign the MASE Community Code of Conduct Hand Book. I agree to abide by the school's rules and policies. I understand that if I choose not to abide by the school's rules and policies, a change of my classroom/school placement may occur and that I may be asked to voluntarily withdraw from the school. I also realize that if I break the rules, I will be subject to immediate discipline as outlined in the MASE Community Code of Conduct Handbook.

Student Signature

Date

For Parents or Guardians: I understand that I must read sign the MASE Community Code of Conduct Hand Book with my scholar. I agree to support the school's rules and policies. I understand that if I choose not to support the school's rules and policies, a change of my classroom/school placement may occur and that I may be asked to voluntarily withdraw my scholar from the school. I also realize that if my scholar break the rules, he/she will be subject to immediate discipline as outlined in the MASE Community Code of Conduct Handbook.

Parent/Guardian Signature

Date