

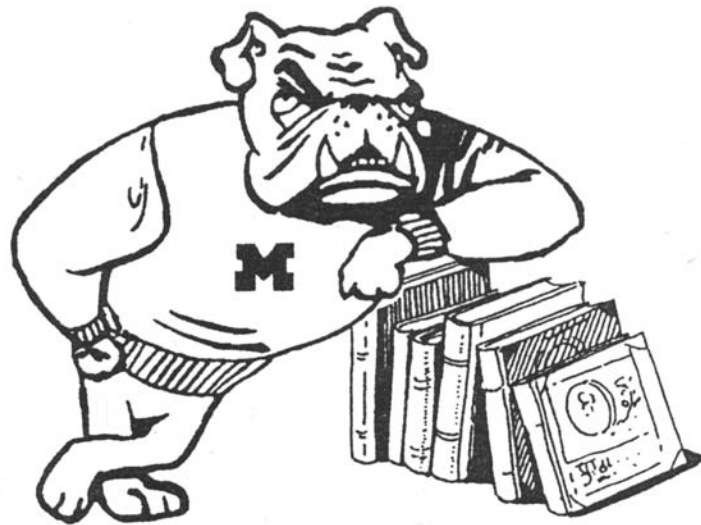
Morenci Area Schools

500 Page St., Morenci, MI 49256
Phone: 517-458-7501 Fax: 517-458-7821
School Code 46100

www.morenci.k12.mi.us

Superintendent – Dr. Michael Osborne
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LISD - Lenawee Intermediate School District – Code 46



Technology Plan

July 1, 2012 – June 30, 2015

contact: hjjones@morenci.k12.mi.us

<http://www.morenci.k12.mi.us/PostingsForms.aspx>

MorenciAreaSchoolsTechPlan.doc

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Morenci Area Schools

Mission Statements

Education Mission Statement

It is the mission of Morenci Area Schools to graduate students with excellent academic foundations, character and an awareness of professional and career opportunities so that they can positively influence society.

Technology Mission

Morenci Area Schools will prepare our students to be technologically proficient to meet the career demands and standards of the twenty-first century.

District & Building Technology Committee

The technology committees have representation from the school board, elementary, middle, high school, central office, and community. The representatives include teachers, administrators, secretaries, board members, and parents. The technology team meets monthly.

The role of the technology committee includes:

- Clarify the district's technology vision
- Integrate technology into the curriculum at all levels
- Establish guidelines and standards compatible with the vision of the district
- Ensure equal access to technology for the entire district
- Encourage technology as a tool to enhance learning
- Provide information to staff and community

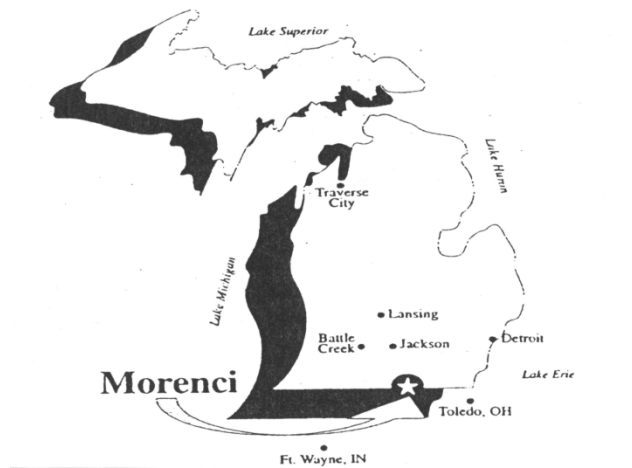
Technology Team Members

Dr. Michael Osborne	Superintendent
Erica Metcalf	Finance Director
Kelli Campbell	HS Principal
Kelli Campbell	MS Principal
Mary Fisher	EL Principal
Mary Fisher	EL Counselor
Diana Fallot	HS/MS Counselor
Hilda Jones	Technology Coordinator
Holly Bella	EL Teacher
Kim Mohr	HS Teacher

Morenci Area School

District Profile:

- Morenci Area Schools are located in the city of Morenci in Lenawee County.
- Morenci Area School employees 40 teachers and has enrolled 719 students, K-12 in 3 modern, well equipped buildings.
All buildings are accredited by North Central Association (NCA) as well as interim status by the State Of Michigan.
- Morenci is a small rural community that consists of approximately 2,100 residents and called the “Friendliest Gateway to the Water Wonderland.”



School Buildings

- Morenci Elementary School
517 East Locust St., Morenci MI, 49256, 517-458-7504
1 Level, 24 Classrooms, 1 Library, 1 Computer Lab, 1 Gym/Cafeteria & Office Area
Employees – 1Principal/Counselor, 15 Teachers & 6 Support Staff
- Morenci Middle School
503 Page St., Morenci, MI, 49256, 517-458-7506
1 Level, 18 Classrooms, 1 Gym, 1Cafeteria, 1 Library, 1 Computer Lab & Office Area
Employees – 1 Principal, 10 Teachers & 3 Support Staff
- Morenci High School
788 E. Coomer St., Morenci, MI, 49256, 517-458-7502
Employees – 1 Principal, 1 Athletic Director, 10 Teachers & 2 Support Staff
1 Level, 18 Classrooms, 1 Library, 3 Computer Labs, 1 Gym, 1 Cafeteria
1 Band Room, 1 Drama Room & Office Area
- Morenci Area Schools Board Office
500 Page St., Morenci, MI, 49256, 517-458-7501
Administration – Superintendent, Finance Director, & Facilities Director

Morenci Area Schools Vision & Goals

Vision

Morenci Area School is committed to providing all K-12 students with up to date and relevant technology resources, which can and will be integrated within the school curriculum, to provide our students the abilities needed to be technologically proficient upon completion of their school experiences.

District Technology Goals

Morenci Area Schools goal is to integrate curriculum with the use of technology as a tool to enhance the achievement of our students in a content area or multidisciplinary setting. The District Technology Committee, with staff input, will research and review software that will better prepare our students for their future endeavors and allow us to offer additional classes.

Also, the committee will target specific training needs for our staff to utilize the Internet, Multimedia Applications and other software packages.

District Technology Goals for Teachers and Students

Morenci Area Schools technology goal for teachers:

1. Provide maintenance and technical support to meet the ever-increasing demand for technical support to both staff and students. Train by providing instruction and support the staff so that they may also be adept at maintaining equipment at the first level.
2. Provide and maintain online communication software for students, parents, staff and general public to access grades, calendars and homework. Including, but not limited to TAC (Teacher Access Center) to implement student grades, HAC (Home Access to access grades and homework for students and parents), AR Home Connect (Accelerated Reader points) and lunch account balances.
3. Teachers will provide current and new technology in the classroom to deliver up to date instruction.

Morenci Area Schools technology goal for students:

1. Increase student accessibility to technology; continue with the addition of wireless communication, laptops, iPads, hand held computers and a distance-learning lab to enhance student achievement. Provide increased availability to technology in media center for student research and increase Distance Learning opportunities for all students.
2. Provide on line courses for students via: e2020, Rosetta Stone, ACT Prep, JCC Advanced Placement Classes, Computer Applications Office 2007, etc..
3. District Goal to integrate iPad technology throughout the district classrooms.
4. To support career development and employment skills of students by providing educational opportunities that enable students to succeed the changing world. Information technology resources will be employed to guide students with occupational skills and to assist in directing the students into meaningful career selection.

Curriculum

Goal A: Curriculum Integration

Morenci Area Schools has established and developed its own standards for K-12 technology based on METS. Our goal is to establish a K-12 curriculum so that technology becomes a critical piece to the success of students, parents, and teachers.

Technology Curriculum Grade Level Goals:

Kindergarten

- Identify computer parts and hardware.
- Identify how to turn the computer on and off.
- Identify and use the keyboard functions, including enter and spacebar.
- Use icons and applications to open a software program.
- Use the mouse to point, click and close programs and be able to use touch screens.

First Grade

- Review and apply previous grade level benchmarks.
- Identify home row keys.
- Identify and select from the desktop appropriate grade level software.
- Describe technology used at home.
- Student will be able to enter text.
- Learn basic skills of AR testing, log-in, type password, select book, complete test.

Second Grade

- Review and apply previous grade level benchmarks.
- Accurately demonstrate the home row and hand position.
- Demonstrate familiarity with the font selection and size.
- Demonstrate the use of the file menu: open, save, print and close.
- Demonstrate proper handling of hardware.

Third Grade

- Review and apply previous grade level benchmarks.
- Become familiar with the toolbar.
- Demonstrate word processing skills by creating a product.
- Demonstrate Internet exploration skills.
- Become familiar with reference software programs.
- Demonstrate use of the keyboard with correct fingering for letter, shift, punctuation keys and spacebar.
- Type 5-10 WPM.
- Use file menu: new, open, close, save as/save, print preview and print.
- Use the edit menu to undo.
- Perform basic text formatting tasks including: font style, size, color, bold italic and underline.
- Become familiar with copyright laws and licensing
- Become knowledgeable of the appropriate use of the Internet, safety rules, privacy and District Acceptable Use Policy.

Fourth Grade

- Review and apply previous grade level benchmarks.
- Type 10-15 WPM with 65% accuracy.
- Become familiar with use of right click mouse function.
- Use a menu to add graphics.

- Use edit menu to cut, copy and paste.
- Use technology when possible in curricular areas as available.
- Describe impact of information age on people's lives
- Be familiar with copyright and licensing laws.
- Review and comply with the District Acceptable Use Policy.
- Use the Internet as a research tool: type URL in location box, use appropriate search engines: beware of the accuracy, relevance, appropriateness and comprehensiveness of electronic information sources: and follow Internet etiquette.

Fifth Grade

- Review and apply previous grade level benchmarks.
- Develop a report using word processing.
- Set margins and change page orientation.
- Create and name folders. Include the use of the Paint feature.
- Be familiar with the Morenci Schools web site and how to access homework on line.
- Develop a multimedia presentation using designated software.
- Utilize online sources (encyclopedia, search engines).
- Use internet information to produce a product.
- Type 15-20 WPM with 65% accuracy.

Sixth Grade

- Review and apply previous grade level benchmarks.
- Discuss advancements in technology/impact of technology on society.
- Develop a word processing document that utilizes merging information using the cut and paste features.
- Develop a document and /or artwork using the Paint option.
- Use the Internet and other online resources for research and communication to demonstrate basic Internet search skills
- Exhibit relevance and accuracy with online research.

Seventh Grade

- Review and apply previous grade level benchmarks.
- Demonstrate the appropriate use of the internet.
- Model ethical, legal, safe and responsible behavior when using technology.
- Use word processing features to import pictures and develop documents, reports and letters.
- Develop spreadsheets using, cells, rows, cell formats, row formats, column formats, number formats, alignments, formulas, graphs and charts.
- Engage in an introduction to spreadsheets and create a simple spreadsheet.
- Demonstrate e-mail etiquette.

Eighth Grade

- Review and apply previous grade level benchmarks
- Develop and present a multi-media presentation using scanner, digital camera and skills developed in previous grades.
- Demonstrate more advanced features of word processing, spread sheets and data base computer applications to produce an integrated product.
- Continually model ethical, legal, safe and responsible behavior in use in technology. Continually follow Internet etiquette...
- Create basic resume.
- Use Career Cruising.

- Access EDP portfolio.
- Demonstrate file management.
- Use content specific technologies.
- Merge digital imaging in a product or multimedia presentation.
- Practice email skills: including emailing assignments to appropriate staff.
- Use the Internet for research to produce a product: Develop a search strategy using key words, demonstrate the use of strategies for online resources, evaluate information obtained from web sites and organize and analyze information in order to draw conclusions and implications.

Grades 9-12

Morenci Area Schools will work to meet the Michigan Educational Technology Standards & Expectations.

Basic Operations and Concepts:

1. Identify hardware and software systems and to understand how these systems will affect them personally in their lifelong learner role.
2. Understand that access to online learning increases educational opportunities.
3. Assess and solve hardware/software problems by using online help or other user documentation and support.
4. Identify common graphic, audio, and video file formats.
5. Demonstrate how to import/export text, graphics and audio files and be able to proofread and edit a document using an application's spelling and grammar checking function.

Social, Ethical and Human Issues:

1. Know the possible long-range effects of unethical uses of technology (e.g., virus spreading, file pirating, hacking) on cultures and society.
2. Identify ways that individuals can protect their technology systems from unethical or unscrupulous users.
3. Know the difference between freeware, shareware, and commercial software.
4. Adhere to fair use and copyright guidelines and adhere to district acceptable use policy as well as state or federal laws.
5. Explore career opportunities and identify their related technology skill requirements.

Technology and Productivity Tools:

1. Students will be able to use technology tool for organizing and managing personal information (e.g., finances, contact information, schedules, purchases, correspondence, and resumes).
2. Use software features such as an application's built-in thesaurus, templates and styles to improve the appearance of word processing documents, spreadsheets, and presentations.
3. Use software to plan, create and edit a multimedia product such as web publication or power point publications.

Technology Communications Tools:

1. Students will be able to use available technologies such as e-mail, groupware or instant-messaging to communicate with others on a class assignment or project.
2. Use software with a variety of media and formats to design, develop, publish and present products such as presentations, newsletters and web sites to communicate original ideas to multiple audiences.

Technology Research Tools:

1. Students will be able to compare, evaluate, and select appropriate internet search engines to locate information.

2. Distinguish if online sources are valid, reliable, and distinguish between fact, opinion, point of view, and inference.

Technology Problem-Solving and Decision-Making Tools:

1. Students should be using a variety of technology resources.
2. Students should be able to formulate research questions or hypothesis, then use appropriate information and communication technology resources to collect prevalent information, analyze the findings, and report the results.

Objective: Identify current technology benchmarks

Outcome:

- Grade Level technology curriculum goals and standards established and aligned by grade to benchmarks.
- Grade level technology curriculum aligned to meet NCLB standards.
- Grade level technology curriculum aligned to district academic curriculum needs and standards.
- Create and up to date outline of computer skills that are to be achieved before graduation.
- Align curriculum with the integration of technology.

Timeline:

- ◆ Review all of above annually.
- ◆ Annual reviews of MEAP testing to determine improvement needs.
- ◆ Annual reviews of individual student STAR test in reading to determine adequate yearly progress in reading.
- ◆ Annual reviews of HOSTS student progress to determine effectiveness of technology program placement of each student.

Goal B: Student Achievement

Morenci Area Schools integrates technology in the core curriculum areas of education of students in our district and annually accesses the academic effectiveness in student progress. Our goal is to establish access for all students, and teachers to enable the successful integration of technology through means of training, as well as use of unscheduled labs, computers in the classroom, and wireless technologies in the next three years.

Morenci Administration and teaching staff strive to see students' excel academically. Morenci uses a Transition Credentialing System (TCS) with Data Director and DIBELS (currently being implemented thru our local ISD) to supply them at a glance with student information assessment data to better prepare them to assist students in the learning process. The program tracks student assessment data for grades K-12 in the areas of reading, math, and writing – including MEAP and MME. It allows teachers to analyze and determine what students' needs are and to make interventions to help them improve academically.

Morenci Area Schools-Student Technology Standards

1. All students will transfer technological knowledge and skills for life roles
2. All students will use technologies to input, retrieve, organize, manipulate, and communicate information.

3. All students will apply appropriate technologies to critical thinking, creative expression, and decision-making skills.
4. All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain, and improve products, systems and environments.
5. All students will apply ethical and legal standards in planning, using, and evaluating technology.
6. All students will evaluate the societal and environmental impacts of technology and forecast alternative uses and possible consequences to make informed civic, social, and economic decisions.

Objective: Identify technology integration points into the curriculum.

- Morenci Area School aligns state and national benchmarks with technology integration opportunities to enhance student achievement.
- In classroom computers and Internet access provides the classroom students with easy accessibility to up to date and current data to enhance all areas of educational experiences.
- Paws-in-Jobland (K-5th) provides students with career awareness choices and the skills needed to be successful in the career choice.
- Accelerated Reader (K-8th) enhances the reading of all students by providing computer-generated comprehension and problem solving tests with the incentive of earning points in reading. Renaissance Learning provides this hosted online application. Overall student reading has increased dramatically in the district.
- MicroType (5-9th) is a software keyboarding program that consists of a tutorial, reinforcement activities, educational games, and a word processor.
- STAR Reading (K-5th) online software allows the teacher to determine a child's reading level appropriate for success and challenging students.
- HOSTS (1st – 3rd) language arts database and software program assists the instructor in matching appropriate reinforcement skills in reading and math to the individual child's needs.
- Morenci Middle School supports the integration of technology in all curriculum area. DECISIONS software enhances the student's ability to make meaningful connections among important ideas or concepts presented in the programs.
- Software programs such as Career Pathways, MOIS, Bridges, and online EDP enrich the Career orientation program provided by Morenci Middle School.
- Distance Learning Technologies – (K-12th) Morenci Schools has purchased (2006) mobile Distance Learning equipment. We will utilize this equipment in all buildings for a variety of ways to enhance student achievement, for instance:
 - ❖ Offer distance learning courses from our HS to other HS's.
 - ❖ Virtual field trips in our classrooms accessed through the Lenawee Intermediate School District.
 - ❖ Distance Learning courses offered through COSI Columbus
 - ❖ Utilize TWICE=Two Way Interactive Connections in Education: A group of Michigan educators providing expertise, resources, and coordination to help integrate V-C in schools.

- Morenci High School will work to create an up to date outline of when, how, what, and where technology can be utilized in the classroom to enhance student achievement.
- Morenci High School staff attends in-services on how technology can be integrated successfully into their curriculums to enhance student achievement.

Timeline:

All of the above will be reviewed annually and a needs assessment will be established during the next three years.

- ◆ Every year the staff will examine through the in-servicing process how they can integrate technology. This in-servicing process will enlighten and empower teachers to utilize technology when access improves. In servicing by on staff personnel and LISD facilitators will be an on-going process.
- ◆ An up to date outline by grade level that prepares students and teachers to improve student achievement with technology will be established and reviewed annually through the 2012-2015 technology plan.

Goal C: Technology Delivery

Morenci Area Schools will continue to increase accessibility to technology through teacher, student, and parent needs assessment and current research in best practices. Our goal is to empower instructors with knowledge and access to integrate strategies for the delivery and specialized rigorous courses and curricula through the use of technology, including distance learning opportunities. Internet 2, when made available to our district will provide student access to advanced courses of study.

Objective: Map K-12 curriculum as a means of aligning technology curriculum with academic curriculum.

Outcomes:

- Technology teachers and academic teachers all have input and share resources in the development of the technology curriculum.
- K-12 Computer Labs and classroom updates to enhance student learning.
- Maintain district wide support staff and LISD support staff.

Objective: Design and implement a plan to increase distance learning opportunities in order to improve learning opportunities and rigor.

Outcome:

- An up to date outlines and mission statement regarding the integration of distance learning.
- Research and establish a video conference system on cart to offer our students distance learning classes. For example: Foreign Languages, Speech, Advanced math, etc..
- Online Classes Currently Offered 2011/2012 School Year
e2020: Consumer skills, Career skills, Geography, Psychology, Pre-Algebra, Chemistry, Lifetime Fitness, Biology, Sociology, Economics, Earth Science, Modern American History, Art History, Language Arts 10, World History, Physical Science, Physics and Advanced Algebra
Math Models with Apps – MA4072, Introduction to Communications and Speech, Computer Applications-Office 2007, Strategies for Academic Success, Healthy Living, Rosetta Stone: German, Japanese, Spanish, Russian, English, French, Italian, Dutch, Irish, Hebrew and Latin
ACT Prep, JCC (Jackson Community College) and Jostens Yearbook Online

Objective: Hardware purchases and updates to enhance learning styles.

Outcome:

- LCD projectors for web use and hand held computers, iPads, TV's to enhance rigor and reach out to a variety of learning styles.

Timeline:

- ◆ Yearly teacher, student, and parents technology needs assessment and report of findings and projected goals for the year.
- ◆ Review annually hardware needs to improve learning techniques and styles.

Goal D: Parental & Community Communication

Morenci Area Schools will continue to involve administration, teachers, students, parents, and community members in the assessment of technology needs within the school. Our goal is to evaluate and monitor future technology needs for Morenci School District. Community involvement in technology is planned and discussed during our monthly School Improvement Plan and continually analyze during Professional Development Days. Our plan is available on the Morenci Area Schools website.

Objective: Improve parent involvement with Morenci Area Schools.

Outcome: Parental and Community Communications

- Improve our plan to communicate with community leaders, teachers, administrators, parents and students for a smooth and consistent transition from middle school to high school in regards to technology. Telephones are in each classroom with voicemail to contact teachers.
- Alert Now – Technology that delivers voice, email and emergency SMS messages to parents, guardians, students, and staff to advice school closings, delays, etc..
- Staff email address are located on the schools website <http://www.morenci.k12.mi.us> located on the menu bar.
- Morenci Area School's web site: <http://www.morenci.k12.mi.us> – will inform parents and community members of all school news, breakfast and lunch menus, calendars, homework on line, upcoming events, educational and technology upgrades and changes as well as all extracurricular activities. (Band, Sports, Calendars, Clubs, PTO, HAC, Menus, etc.) Computer generated report cards have been implemented with eSchool. HAC (Home Access Center) publishes grades, attendance and homework online for parents, students and staff.
- A numbers of staff members do have their own web page for parent and students to access information. Also, many have their own blogs, for instance “Reading Junky’s Reading Post at: <http://readingjunky.blogspot.com/> or at our elementary web page we have a blog for “Kindergarten Kids” at: <http://www.bellaskindergartenkids.blogspot.com/>

- AR – Home Connect advises parents of current student reading level as well as keeping them up to date on books that have been read.
- Student Lunch accounts balances are available online. Link is provided on our home page.
- Student individual grades, attendance and discipline records will be available to all parents.
- Student handbooks are available to all students and parents.
- Publish on our web site Morenci Area School’s 3-year technology plan and annual report.
- Published on the home page is our current Transparency Reporting of the Budget and Salary/Compensation.
- Principals also use Zoomerang to create and post Parent and Student Surveys on Morenci Area School’s website.
- Weekly Calendars per building are located on our web site and Weekly/Monthly school newsletters to keep families informed of technology/academic upgrades and changes.
- Morenci Elementary has an active PTO organization that meets monthly.
- Morenci MS/HS has many active parent and community activities, including the Morenci Athletic Booster, the Band Boosters, Morenci Education Foundation, etc.

Timeline:

Annual reviewed by technology team and school improvement team.
Annual reviews of web site needs and changes.

Outcome: Strengthening Community Relations:

City of Morenci - Morenci Area Schools will work together with the city to help improve communications and insure the well being to the community.

Stair Public Library-The Stair Public Library and Morenci Area Schools will continue to work together in the coordination of efforts for the accelerated reading program. In addition, Morenci Schools will strive to insure proper funding for increased literacy and literacy program for the students and community.

Lenawee Intermediate School District- The LISD and Morenci Area Schools will continue to improve and promote partnerships to benefit the students of Morenci Schools. This partnership will continue to evolve at a growing rate with all the obstacles we face in public education.

Timeline:

- Annually reevaluate our technology committee and school improvement team to involve community members.
- Continue to publish in local papers (Stateline Observer & Daily Telegram) technology changes and updates.

Goal E: Collaboration

Morenci Area Schools has implemented in the past an Alternative Ed Program for high school students. In doing so, we hoped to meet the needs of students that have dropped out of school or for students that may be at-risk of dropping out due to lack of credits. These classes were offered on line to offer flexible scheduling for the students. Morenci Schools was not able to offer the program for the 2011/2012 school year, but are planning to implement it for the 2012/2013 school year.

A high school diploma will be granted upon completion.

Goals:

Morenci Area Schools will work to implement an Adult Literacy Program within our district.

Timeline:

- 2012/2013 - Poll the community to see if need exists. The poll will also address the technology needs of the community members.
- 2013/2014 - Develop curriculum to meet the needs.

Goal F: Professional Development

Morenci Area Schools will provide quality, timely training for all staff to ensure that technological resources are utilized to the fullest extent to provide quality education and integration for all students. Our goal is to involve and empower instructors with the ability to integrate technology for the sake of improving student achievement. All teachers are required by the State of Michigan to attend 30 hours of training. All new teachers are required to attend 15 additional days of professional training. Morenci Area Schools belongs to the LISD Consortium that provides summer professional development programs for our teachers. Plans for technology training are aligned with the standards set forth by the Michigan Educational Technology Standards, Technology Standards for School Administrators (TSSA), the National Educational Technology Standards for Teachers, and the National Educational Technology Standards for Students.

Objective:

- Identify needs of our staff for in-servicing direction.
- Address immediate goals for professional development for administrators and teachers.
- Technology trainings for teachers to meet 8th grade state required levels of technology proficiency to ensure students receive the correct required levels.

Outcome:

- All teaching staff will meet annually in August to prepare and plan when during the school year to implement technology training.
- All staff will be provided with information and training to take advantage of “Grant Writing” to help provide new technology equipment for our district and training needed.
- All staff will be given the tools to successfully integrate technology in the curriculum to enhance student achievement.
- Morenci Area Schools “Web Team” consists of the technology director and secretarial staff to keep our site up-to-date. Training is provided by web consultants.
- All staff will attend training seminars provided by the LISD on technology subjects of interest to better enhance their teaching.
- County-wide professional day training at the LISD
- Teachers will attend the MACUL conference to gain insight into new technology and ways to integrate and utilize current technology more effectively.
- Secretaries will attend LISD training to keep them up to date with State Report rules, regulations and deadlines and eSchool training through the consortium.
- Technical staff will attend workshops on PC troubleshooting and maintenance and also network troubleshooting, web filtering, bandwidth usage and virus protectors.
- Administrators, teachers, and secretarial staff will attend in services and trainings to provide them with the knowledge needed to implement and evaluate data and student performance results by using software such as Data Director, DIBELS and Illuminated Ed.
- Morenci Area Schools will provide training and funding to teachers who want to develop their own web page to be linked to our school site.

All staff will receive training for:

- Video conferencing and Video Streaming in the classroom
 - eSchool Gradebook training
 - Home Access (HAC) and Teacher Access (TAC) training
 - Accelerated Reader training
 - Microsoft Package (Excel, Word, Outlook, PowerPoint and Publisher).
 - Microsoft local domain training to support use of staff and student personal drives on the servers
 - iPad training
 - Web Page Training
- Staff training will be paid for by the district.

Timeline:

- ◆ Yearly training provided for professional development strategies.
- ◆ 2012/13 review resources to help us maintain our technology.
- ◆ 2012/13 review resources to help us explore new technology training.
- ◆ Annually assess staff competencies to measure alignment with national and state standards.
- ◆ 2012/2015 review Michigan Educational Standards, Technology Standards for School Administrators, National Educational Technology Standards for Teachers, and the National Educational Technology Standards for Students.

Goal G: Supporting Resources

Morenci Area Schools will fulfill the standards of the State of Michigan Standards by providing quality education and materials for students and staff in the district. Morenci Schools will encourage use of online resources and also solicit volunteer “tech people” within each building who are technologically adept to be available to assist other teachers with and adapt to the new technology.

Objective: Strategies for Implementation of Technology Goals

- School Technology Plan revised and updated.
- Educational Journals of Technology and Integration made available.
- Staff Technology Library.
- Informational websites for student and staff made available in media center and on district website.
- Continued update of software.
- Online subscription to the current program AR will continue.
- New online programs will be added annually.

Technology Resources

- ◆ MACUL Membership - Provides forums for the support of educators using technology, and for the exchange of information on its use in education, through a variety of methods. Staff attend yearly conference and MACUL magazines and newsletters.
- ◆ REMC – (LISD Supported) Used for computer supplies (ink, paper, etc.), ordering and use of instructional materials, videos ordered and used weekly.
- ◆ CDW-G - District Purchasing - Bid process for hardware and resource materials.
- ◆ CEMaT – Classroom sets of iPads and iPads and wireless ports available for check-out.
- ◆ Printed Material
 1. Stateline Observer-local paper & Daily Telegram-county paper
 2. 13 magazines at the MS for student use
 3. 10 magazines at the EL for student use
 4. 20 magazines at the HS for student use
 5. 5 professional magazines for staff use
 6. Public school publications
 7. Not for profit publications
 8. JCC Semester Offering Catalog

Internet news groups and mailing lists –We use support for and by users for the various products and technologies at Morenci Area Schools. Morenci Schools also support a LISD Library System upgrade, which could be made possible by Grant Funds or a county-wide collaboration.

- ◆ Trainings at our local JCC-Jackson Community College for our advanced students.
- ◆ Vendor Support Groups
- ◆ Special Interests Groups – PTO
- ◆ Conferences
- ◆ Trade Publications and Hardware Manuals
- ◆ Web Sites
 1. www.lisd.us
 2. www.msbo.org
 3. www.michigan.gov
 4. www.learnport.org
 5. www.twice.cc
 6. <http://mtn.merit.edu>
 7. <http://www.thirteen.org/edonline/>
 8. <http://www.unitedstreaming.com>
 9. <http://www.nettrekkeer.com/us>

Infrastructure, Hardware, Technical Support and Software – Current Status

Elementary School- Current Status

Infrastructure

1 – 3 Com 48 Port Router 5500 G

6– 24 Port 3Com Switches

Total of 200 working ports

Hardware – Computers & Printers

Computer Lab	30 Dell Desktop PC's	
	1 HP LaserJet	
Office	3 Dell Vostro PC's	1 Ricoh Printer/copier
	1 HP Laptop	2 Sony LCD Projector
Title 1 Room	6 Dell Desktop PC's	1 HP LaserJet
	6 Dell Laptops	1 Ricoh Printer/copier
		1 Epson Stylus
Classrooms	40 Dell PC's	
Kitchen	IBM	

Morenci Elementary currently has 125 active Internet drops. Each classroom has at least 2 drop.

Technology Software Curriculum Currently in Use At Morenci EL:

- Accelerated Reader – Accelerated Reader is the most popular reading software in schools. The student selects and reads a book. Then the student sits down at a computer and takes an AR test. Morenci Area Schools recently provides students with the web-based Enterprise application. Students and parents are able to log on at home and check reading levels and books read. AR computes the student’s score, adds the results into the AR database, and generates the TOPS Report, which provides the student with immediate information on or about his or her performance.
- STAR Reading – With the STAR Reading software, we are able to access the reading levels of students in grades 1-12 in about 10 minutes. STAR Reading’s computer-adaptive testing offers us easy to use tools that help us match our curriculum to individual student’s levels. STAR is also web-based.
- Educational CD’s – We have many CD’s available for staff and student use. For example: Encyclopedias, World of Reptiles, Whales, Dinosaurs, The Way Things Work, Musical Instruments, Imagination Express Collection
- Word Processing, Presentations & Web Software – Microsoft Word, WordPerfect, Excel, Front Page, Adobe PageMaker, Power Point
- Title 1 Enrichment Program – Community members volunteer to mentor students in math and reading.
- Careerware – Paws in Jobland- School to Career Connection - The intent of *Paws in Jobland* is to provide career solutions through engaging activities that focus on self-knowledge, exploration, and planning. The activities at this level serve as the foundation for students to build on in their middle and high school years. Parent involvement activities offer creative ways for the students to enhance their classroom experiences.
- Kidspiration: A visual learning tool for students K-3. Kidspiration helps K-3 students see, organize, and develop their great ideas. Using the proven principles of visual learning, kids build their confidence in creating stories, organizing information, understanding concepts and expressing and sharing their thoughts. Activities focus on reading and writing, science social studies, and more. You can also create your own activities using the Activity Wizard, which steps you through the process of creating a new activity or modifying an existing activity.
- Online student enrichment sites consisting of educational games, videos and activities are:
 Learn to Read with Starfall: <http://www.starfall.com>
 PBS Kids: <http://pbskids.org>
 National Geographic for Kids: <http://kids.nationalgeographic.com/kids/>
 Typing Class: Nimble Fingers: <http://www.nimblefingers.com/>
 Google Earth: <http://www.googleearth.com>

Infrastructure, Hardware, Technical Support and Software – Current Status

Middle School

Computer Lab	33 Dell Optiplex Computers	1 HP LaserJet 2300
	1 Projector	
	1 Mobile PolyCom Unit	
<u>PLTW Classroom</u>	25 Notebooks	PLTW Wireless Port
Classrooms	15 Dell Optiplex Computers	1 Sony Digital Camera
	8 Compaq’s	2 HP LaserJet 2300
	30 Wireless Laptops	
Wireless Ports	6- 3com wireless 8760	Wireless located above ceiling tiles
Library	8 Dell Optiplex Computers	
Office	4Dell Optiplex Computers	1 Ricoh Printer/Copier
Principal’s Office	1 Dell Vostro PC	
Counselor’s Office	1 Dell Optiplex PC	
Kitchen	3 IBM Computer	HP LaserJet Printer/Copier

Infrastructure - MDF

4 – 48 Port 3Com Switches	2 Dell Windows 2008Servers
3 – 24 Port 3Com Switches	1 DNS Server

Morenci Middle School currently has 135 active networked drops.

Middle School Technology Software Curriculum Currently in Use:

- **Keyboarding – Type to Learn & MicroType & Nimble Fingers:** It is our mission at Morenci Middle School to give our students an awareness of professional and career opportunities. Since technology is definitely an important part of our student’s future, it is our goal in keyboarding to introduce the students to several aspects of the computer world. Basic keyboarding skills and introduction to the Internet are covered in this exploratory class.
- **Microsoft Publisher:** Students use publisher to work on projects such as brochures.
- **Microsoft Word, Excel & Power Point:** Staff instructs students in all areas with these software applications.
- **Accelerated Reader:** Accelerated Reader is the most popular reading software in schools. The student selects and reads a book. Then the student sits down at a computer and takes an AR test. Morenci Area Schools recently provides students with the web-based Enterprise application. Students and parents are able to log on at home and check reading levels and books read. AR computes the student’s scores, adds the results into the AR database, and generates the TOPS Report, which provides the student with immediate information on or about his or her performance.
- **Project Math:** The math classes use the computers to generate knowledge of graphs, data, and statistics.
- **PLTW – Autodesk Inventor Professional 2012**
- **Student Magazines – 7th Grade:** The seventh grade class produces a school magazine in word processing the second semester. This project gives them experience in typing, editing, clipart (cutting and pasting) putting it into columns, and publishing.
- **Homework on Line:** Morenci Middle School updates everyday homework assignments.
- **On Line Support and Resources:** Discovery Education, MOIS/on line and EDP/on line

Infrastructure, Hardware, Technical Support, and Software – Current Status
High School - Infrastructure

1 Fiber Optic Shelf	2 – 3Com 48 Port Switches
5 – 3Com 24 Port Switches	Numerous Patch Panels

Hardware – Computers & Printers Current Status

Media Center	40 HP Desktop Computers 10 Dell Vistro Desktop 20 Apple iPads	HP LaserJet 2300
		5 TV’s & VCR’s 2-LCD Projectors & 4 Overhead Projectors
Computer Lab	27 Dell Vostro Computers (purchased 2011)	1 HP LaserJet 4200
Math & Science Lab	30 T1 83 Calculators 15 t1 84 Calculators 10 Nspire Calculators	
Classrooms	15 Compac’s 30 Dell Wireless laptops	
Science Lab	11 PC’s	
Office	6 Dell Desktops 2 HP wireless	1 HP LaserJet 4200 2 RICOH Printer/Copier
Wireless Ports	5- 3com 8760 wireless ports	Located in ceiling above tiles

Morenci High School currently has 150 active networked Interned drops.

Technology Software Curriculum Currently in Use:

- ◆ Microsoft Word, Excel, Power Point & Publisher: Software that allows the students to complete word processing, spreadsheet, database, drawing, and painting projects. The spreadsheets are used frequently to generate graphs for math classes. These software's include Microsoft Word, Excel, Word Perfect, Publisher, ClarisWorks and Appleworks.
- ◆ Adobe Photoshop: This software is used in the Multimedia classes. This program allows the students to create video clips and generate videos for class projects, family celebrations, and school functions.
- ◆ Adobe PageMaker: This software is used in the Multimedia classes, also. This program allows the students to generate placards to use in the creations of their video projects.
- ◆ Vision 2000 Taylor Publishing Journalism Software: This program is used in the Journalism class. The students create the school's yearbook with the program provided by Taylor Publishing. It allows the students to submit their work on a computer disk.
- ◆ PLATO: Morenci HS is purchasing the Client-Hosted web learning network to assist our students achieve learning success.
- ◆ e2020: Online classes for our students to earn HS credits.
- ◆ JCC: Online classes for our students to earn college credits.
- ◆ Rosetta Stone: Online classes for our students to take advantage of many language courses for HS credits.

Admin Building - Central Office Infrastructure Current Status

1 HP Switch
1 Windows 2008 Server

Hardware, Computers & Printers

Executive Secretary	Dell Optiplex Computer	Sharp Typewriter
		HP DeskJet Printer
		RICOH Fax Machine
		RICOH Printer/Copier
Finance Director	Dell Desktop	
	Gateway Laptop	HP DeskJet Printer
	Gateway Computer	HP DeskJet Printer
	1 3Com Wireless Port	
Superintendent	Compaq Laptop	HP DeskJet Printer
	1 Dell DNS Server	

The Board of Administration Office is networked with 24 active Internet hookups.

Current Technology Software:

- Microsoft Word 2010
- Excel
- Quicken
- PowerPoint
- Pentamation Employee/Finance
- Publisher

Phone System Upgrade

Morenci Area School currently has a local area phone company as our provider. All classrooms have a phone as well as phones in strategic places (cafeteria, hallways, etc.) throughout the buildings. We have a central 3 digit phone system as well as outside access will all phones.

- 2012/2015– Morenci Schools would like to update their phone system to a “Voice over IP’ system during this time frame. The budget is currently being looked at.

Goals - Plan to Improve District Technology Needs:

Morenci Area Schools is fortunate in that we have recently (through a Bond) built a new school in 2004 and replaced our infrastructure throughout our district. We have Fiber with new category 5 cabling throughout our district. Our Switches were purchased in 2004/05. We have an online management system monitor that helps to keep troubleshooting at a minimum. In May of 2008 Morenci voters approved a Bond Extension of 1.4 million without raising taxes. Money was used for building improvements along with technology updates. Morenci’s Board of Education realizes the ongoing needs of the district to continually update our infrastructure and provide up-to-date computer equipment, and is currently considering asking for another bond in November 2012.

Staff training will be a very valuable key to keep our equipment on line and functioning. Our goal is to add technology staff to our district to help with troubleshooting and equipment failure. To facilitate the instruction of technology skills through education, we will look to establish an Educational Technology Teacher. Technological literacy has assumed a significant position on the national, state and district educational agenda. The acquisition of key technological skills is imperative as the district’s schools prepare their students for the workplace of tomorrow.

Currently our staff consists of a Technology Coordinator plus a Assistant Tech that oversees the LanSchool (student computer monitoring system) software in our HS Media Center and Computer Lab. These positions at this time meets the needs of the district with key staff members (in all buildings) also assuming a technology role in helping to educated new staff with software instruction. Two Media Specialist aides also play a role with technology needs and equipment service and inventory.

- 2012 – Morenci Area Schools will ask for additional funding from the tax payers to update our infrastructure and additional equipment to increase student access to computers.
- 2012– Morenci Area Schools will continue to evaluate the need for online learning opportunities within our collaboration with Hudson Area Schools and Onsted Community Schools.
- 2012/13 – Morenci Elementary School plans to update the computer lab with new computers. Morenci Elementary is also planning on purchasing 40 iPads for the elementary students and to assist teaching staff with curriculum instruction through the addition of projectors. Morenci Elementary will also add and additional Wireless Port to assure online connectivity.
- 2012/13– Morenci Area Schools will be replacing the current phone system with voice over IP. This is a critical need as our phone system is old.
- 2012/13- Morenci Area Schools will continue to seek through grants and funding additional technology equipment, with the goal of putting iPads on every students desk in the MS and HS.
- 2012/15 – Morenci Area Schools will continue to update our technology relating to staff’s needs. Hardware purchases for this school year are to add to the more wireless laptops and update our wireless infrastructure.

Infrastructure, Hardware, Technical Support and Software - Increase Access

Morenci Area Schools prides itself in the fact that we have met our past goals of student/computer access. Our current ratio is 1 computer for every 2 students. We continually add to that number and also replace our computers often with the latest OS. Morenci Area Schools has in place a 5 year replacement cycle for all PC’s.

- 2013–Morenci Schools would like to add 2 wireless laptop carts to the MS and HS for student use, and also add wireless printers for our iPads.

Morenci Schools also prides itself in that each staff member has on their desk a computer that is networked, online, and widely used for eSchool+ and TAC (Teacher Access Center). Teachers also have their own school email service to communicate with the administration, other teachers, students and parents.

- 2012/2015 – It is Morenci Area Schools goal to update these computers as needed and to completely replace all computers during the 2013/2015school years. Software will also be updated and replaced during this time frame.

Funding and Budget

Budget & Timetable

Morenci Area Schools believes it is imperative to empower our employees and students with the technological tools they need to succeed. Funding for technology and its advancement is going to be ever so important in the future. Due partially to multiple years of declining enrollment, all funding efforts will be coordinated to their fullest potential. Currently our technology funding is provided through Morenci Area Schools general fund. Budes are reviewed every year by the district’s Superintendent and Financial Director.

Morenci Area Schools grant coordinator will continue to monitor upcoming available federal and state grants with a technology and curriculum basis. Specially, considerable time will be devoted to the research of Section 32, All Students Achieve Program. These efforts will be coordinated with the full-intended use of the programs already in place. Such programs include Durant, Title One, At Risk, Early Childhood Education, Title Six, Gifted and Talented, and the Class Size Reduction Grant.

Plans are being developed to extend the fiber optic line to include our weight room. Also white boards and ceiling mounted projectors are included in the new budget below along with the hardware purchase of infrastructure hardware new computers, iPads and laptops.

<u>BUDGET</u>	<u>2012 -2013</u>	<u>2013- 2014</u>	<u>2014 - 2015</u>
Technology Coordinator Salary	\$21,000.00	\$21,000.00	21,000.00
Benefits – Insurance	.00	.00	.00
Technology Budget:			
Hardware	20,000.00	20,000.00	30,000.00
Software & Licenses	10,000.00	12,000.00	12,000.00
Replacement Parts	6,000.00	6,000.00	6,000.00
Professional development	5,000.00	5,000.00	5,000.00
Misc. Services that are not discounted	5000.00	5000.00	5000.00
Virus Protector	5000.00	5000.00	5000.00
Budget Totals:	\$72,000.00	\$74,000.00	\$84,000.00

Funding and Budget – Coordination of Resources

General Fund money is the primary source providing the funds for the technology staff, upgrades, repairs, replacements and curriculum needs.

Morenci Area Schools District will be looking into a new feasibility study to determine the needs and the possibility of a dept mileage or sinking fund. When available, Morenci uses outside resources for funds and equipment to meet our technology goals. We use local companies to purchase refurbished computers. Also, Morenci Area Schools Education Foundation provides every staff member with mini-grants that can be used to purchase hardware and software. Morenci Area Schools grant coordinator will continue to monitor upcoming available grants with a technology and curriculum basis.

Morenci Elementary PTO annually provides the elementary school with added funds to enhance our computer lab and classrooms, such as headphones, projectors, white boards, etc.

Monitoring and Evaluation:

Morenci Area Schools has met many of their goals set in the 2009-2012 Technology Plan. We now have a web site that is information based, and is being updated daily.

School information including future events, sporting events, menus and lunch accounts, parent newsletters, student grades, staff email list, yearly calendar, job postings, students of the month, AR points and homework is now on line and available for students and parents.

Evaluation of the overall plan will be the responsibility of the Technology Planning Team during the term of this plan. State Benchmarks and content standards will be evaluated and implemented through our teaching staff and monitored by our administration and technology team. All professional development activities and work sessions require staff evaluations.

Our goal is:

- Technology team will meet quarterly to monitor progress.
- A staff survey will be developed and accessed yearly to be assured that all administrators, teachers, and student's needs will be met. The survey will be focused on outcomes pointed at student achievement and success.
- Upon evaluation, if any goals are not met the technology team will address ways to meet the goals whether it is a financial or a goal that needs to fit into our curriculum.
- The technology team members will be sectioned by building to target each school's specific outcome needs.
- Team members also include community members to better evaluate that the needs of the community are being met within our web site.
- School Counselor's on the teams will use standardized tools and methods for evaluation purposes.

Goals that have not been met are now part of the Technology Plan 2012/2015. Our plan will be evaluated and progress will be monitored yearly. Our technology committee will be responsible for all updates.

ACCEPTABLE USE POLICIES

All computers, telephone systems, electronic mail systems, and voice mail systems are the District's property and are to be used primarily for school purpose. The District retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

The District with or without the staff member's knowledge may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password.

Computers, electronic mail, and voice mail are to be used for business purposes. Personal messages via District-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Student Acceptable Use Policy

Morenci Area Schools recognizes the State and Federal requirements for privacy and internet safety as reflected in the Children's Internet Protection Act. Morenci Area Schools utilizes the 8e6R300 filter system available through the LISD. Use of the Internet by a student through Morenci Area Schools that is not of educational value, or that is not in line with the district and community, will be considered inappropriate. Inappropriate use shall include, but not be limited to, access or distribution of pornography, profane or inappropriate text or graphic file, and/or files dangerous to the integrity of the local network. When students are not sure whether or not a particular activity or site is appropriate, it is their responsibility to ask a staff member before proceeding. Staff members will educate students on the issues relating to ethics, safety and detail appropriate use. This acceptable use policy is in the student handbook, given to students each year, and students are asked to read and sign the acceptable use policy.

The consequences for not using the Internet responsibly are stated in the following progressive discipline policy:

1. First Offense-Loss of Computer/Internet privileges for at least ten school days and appropriate written document.
2. Second Offense-Loss of Computer/Internet privileges for at least twenty-five school days and appropriate written document.
3. Third Offense-Termination of privileges for the remainder of the academic year.
4. Fourth Offense-permanent loss of privileges.

Morenci Area Schools reserves the right to begin discipline at a higher level or suspension in alliance with the inappropriate behavior in a school setting, depending upon the nature of the offense. The Technology Team members will annually review and modify the acceptable use policy and the staff will be asked to monitor student usage of the computers and the internet.

The [Children's Internet Protection Act](#) (CIPA) requires libraries and schools to install filters on their Internet computers to retain federal funding and discounts for computers and computer access. Morenci Area Schools does have in place a firewall provided by our local ISD. This firewall, R3000, is an internet filter with an interface for configuring the filter settings, which can be done from the LISD or internally by our Technology Coordinator. Morenci Schools are aware and are actively blocking sites that we feel are not appropriate or necessary for our school district.



Morenci Area Schools
Home of the Mighty Bulldogs!!

<http://www.morenci.k12.mi.us>

This website has been blocked.

For assistance please contact the district's administrator at:
admin@morenci.k12.mi.us

The following resources may also give you acceptable content:

Michigan Electronic Library (MEL) - <http://mel.org>

Thinkfinity - <http://www.thinkfinity.org>

netTrekker - <http://School.nettrekker.com>

Discovery Education - <http://streaming.discoveryeducation.com>

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HARASSMENT OF STUDENTS

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;

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- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notification

Notice of this policy will be **annually** circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et. seq.
42 U.S.C. 2000e et. seq.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et. seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et. seq.

Child Protection Act, M.C.L.A. 722.621 et. seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

Revised 2/7/05

Revised 7/9/07

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BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

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"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

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"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, menacing or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition and instances that could possibly be construed as hazing, see Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

policy

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This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

Adopted 2/7/05
Revised 7/9/07