

Morenci Elementary Student Handbook 2013-2014

Morenci Area Schools 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.

Elementary School Office Hours: 7:30AM - 4:00PM

Phone calls received prior to 7:30AM and after 4:00PM will be directed to voicemail. We will strive to respond to all messages in a timely manner.

Office personnel will not be available prior to 7:30AM or after 4:00PM.

ADMINISTRATION AND STAFF

Karen Semersky Principal
Cindy Fankhauser Secretary

FACULTY:

Developmental Kindergarten	Chris Manfield
Kindergarten	Brigell Bovee-Vernier
	Paula Grieder
First Grade	Holly Bella
	John Craig
Second Grade	Teresa Barrett
	Tatum Penrod
Third Grade	Kelly Bush
	Jacqueline Wing
Fourth Grade	Natalie Zuvers
	Beth Wright
Fifth Grade	Jane Brasher-Garrow
	Melissa Elliott
Music	Keith Filipek
Physical Education	Sandra Clark
Special Education	Andi Rorick
Librarian/Para Professional	Lisa Acuna
Science Supplementary Support-(part time)	Phil Grime

PARA PROFESSIONALS: Sherrie Barnes
Phil Grime
Renate Benjamin
Dale Wiser
Lucie Mansfield

MAINTENANCE/CUSTODIAL STAFF:

Lori Wilson

**MORENCI ELEMENTARY SCHOOL
CALENDAR OF EVENTS
2013-2014**

subject to change

AUGUST 27 & 28	Professional Development (NO STUDENTS)
AUGUST 29	DK & Kindergarten Open House 10:00-11:00AM
AUGUST 29	1 st – 5 th Grade Open House 5:30-6:30PM
SEPTEMBER 3	FIRST DAY OF SCHOOL FOR STUDENTS
SEPTEMBER 10	Picture Day
OCTOBER 2	Official Student Count Day
OCTOBER 3	Grandparents Day 4:30 p.m. to 5:30 p.m.
OCTOBER 17	Parent/Teacher Conferences All Day and Evening -NO STUDENTS
OCTOBER 18	No School for Staff or Students
NOVEMBER 1	Professional Development (NO STUDENTS)
NOVEMBER 7	Picture Retake
NOVEMBER 15	Mobile Dentist
NOVEMBER 27	Records Day- End of Trimester (NO STUDENTS)
NOVEMBER 28-29	Thanksgiving Break (students report December 2)
DECEMBER 23 - JAN 3	Christmas Vacation (students report Jan.6)
JANUARY 20	Countywide Professional Development (NO STUDENTS)
FEBRUARY 13	Parent/Teacher Conferences All Day and Evening - NO STUDENTS
FEBRUARY 14	Professional Development (NO STUDENTS)
FEBRUARY 17	Mid-Winter Break (NO STUDENTS)
MARCH 4	No School
MARCH 14	END OF TRIMESTER
APRIL 7 – APRIL 11	Spring Break (students report April 14)
APRIL 14	Students return
APRIL 18	Good Friday (NO STUDENTS)
APRIL 22 & 23	Kindergarten Registration
MAY 2	Fun Night
MAY 16	Field Day
MAY 26	Memorial Day – No School
JUNE 1	High School Graduation
JUNE 4	½ Day for students
JUNE 5	½ Day for Students Last Day for Students

- **Book Fairs will coincide with Parent-Teacher Conferences if possible**

Table of Contents

Academic Dishonesty	(6)
Acceptable Use Policy	(6)
Access to Student Records (FERPA)	(7)
Administrative Procedure	(7)
Articles Prohibited in School	(8)
Attendance and Tardy Policies	(8)
Bikes at school	(9)
Bullying /Aggressive Behavior Policy	(9)
Bus Conduct	(12)
Bus Request	(12)
Discipline Policy and Code of Conduct	(12)
Dress Code	(15)
Drug Free School	(15)
Field Trips	(15)
Health Concerns	(16)
Health Curriculum	(16)
Illness/Injury	(17)
Lunch and Breakfast Guidelines	(17)
Medication	(17)
Messaging System	(18)
Offensive Remarks and Actions	(18)
Parental Involvement Policy	(18)
Photography/Video Taping/Publishing	(19)
Placement Policy	(19)
Report Cards	(19)
Residency Requirements	(19)
School Closing	(20)
School Visitations	(20)
Sign-Out Procedures	(20)
Specials—Library, Music and Physical Education	(20)
Theft, Destruction, or Defacing of Property	(21)
Visitors	(21)
*Definitions	(21)
*What to do if you have a problem	(22)
*AHERA	(23)
*Receipt of handbook acknowledgment	(24)

DAILY SCHEDULE
2013-2014

7:35	Teachers Report
STUDENTS ARE NOT TO BE IN THE BUILDING BEFORE 7:45AM	
7:45	Students may enter building: Teacher supervised
7:50	Classes begin, students tardy if not in room
2:35-2:50	Developmental Kindergarten recess
2:35-2:50	Kindergarten recess
11:30-11:55	Kindergarten Lunch
11:10-11:48	Fifth Grade Lunch/recess
11:15-11:53	First Grade Lunch/recess
11:20-11:58	Third Grade Lunch/recess
11:40-12:18	Fourth Grade Lunch/recess
11:45-12:23	Second Grade Lunch/recess
2:58	DK/Kdg. – 5 th grade dismissed

LUNCH TIMES

DK	11:30-11:55
Kdg.	11:30-11:55
1 st	11:15-11:30
2 ⁿ	11:45-12:00
3 rd	11:20-11:35
4 th	11:40-11:55
5 th	11:10-11:25

RECESS TIMES

DK	2:35-2:50
Kdg.	2:35-2: 50
1 st	11:30-11:53
2 nd	12:00-12:23
3 rd	11:35-11:58
4 th	11:55-12:18
5 th	11:25-11:48

*Lunchtime recesses are supervised by Teacher Assistants/NON-certified personnel.

The purpose of this handbook is to inform you about your school, its offerings and its operating procedures in order for you to benefit to the fullest extent from your school experiences. The handbook contains useful information about curriculum, student activities and necessary regulations. Please review the handbook carefully and clarify any questions you have with your teacher or principal. We hope that your experience in our school will be productive and happy and that it will provide you not only with the background for success in life but also with many pleasant memories in the years to come.

Academic Dishonesty

Students who engage in academic dishonesty, cheating, plagiarism, etc. may receive a failing grade for the project, test, or unit. The student may also be subject to teacher and administrative discipline procedures.

Acceptable Use Policy

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.

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.

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.

Access to Student Record (Family Educational Rights and Privacy ACT)

1. Any student 18 years or older and every parent of a student under 18 may examine official records, files, and data of the school directly relating to the student. Parents of a student who is 18 years or older must have the consent of the student to view the records.
2. Observations or notes made by an individual teacher, counselor, or administrator, which are not communicated to other persons in working with the student are not considered part of the official records and need not be available for examination.
3. Data on another student appearing in a student's file need not be made available.
4. Requests must be honored in a reasonable amount of time, not to exceed 45 days after the request.
5. Schools may not divulge records or personal information included in them to a third party without consent of the student (18 years or older) or the parent of a student under 18, except in the following circumstances:
 - a. To teachers or school officials within the district who have legitimate educational interest in looking at the records,
 - b. To officials of a school or system to which a student intends to enroll pending:
 1. Student or parents are notified
 2. Student or parents are provided a copy of material transmitted, if desired
 3. Student or parents are given an opportunity for a hearing to challenge the contents
6. With written consent of the adult student or parent of the student under 18, the school can release information to anyone provided consent indicates
 - a. What records are to be released
 - b. Reasons for release
 - c. To whom the records are to be sent
 - d. Whether or not the student or parents are to receive a copy

These consent forms are available in the office. It is not necessary for parents to sign a release when records are being passed from public school to public school. *Note Federal Register Thursday, June 17, 1976, Part II HEW-Privacy Rights of Parents and Students. Final rule on educational records Vol. 41, No. 118-24673.

Administrative Procedure

When a discipline case has been referred to the administration, the following procedure shall be observed and documented. Documentation shall be filed in the student's record.

- A. The administration may use the Discipline Policy and Code of Conduct when determining consequences and/or procedures for specific offenses.
- B. Depending on the severity and/or repetition of offenses the administration reserves the right to advance a student's consequences.
- C. When applicable administration may investigate certain offenses (obtain various viewpoints, consult with various witnesses, etc.) before determining the consequence of accused offenses committed by the student.
- D. Instances of Out-Of-School Suspension (OSS) require the parents or guardians to be notified. Administration will contact the parent, guardian or designated individual and request that the student be immediately picked up. The day of release does not count as a suspension day. In extreme cases the administration may call the local law enforcement authorities and have the student removed to their charge. OSS may not exceed ten school days at one time. Students who have been assigned an OSS may attend regular scheduled classes on those days as long as a parent or guardian is in attendance with them during the entire school day.
- E. For a complete description of consequences for various offenses please see the Code of Conduct.
- F. In all cases students have the right to appeal a discipline decision to the superintendent.

Articles Prohibited in School

We are concerned with the safety of all persons in our school. Occasionally problems arise because students bring articles to school, which are hazardous to the safety of others and disruptive to the educational process. Such items that are prohibited include toy guns, water pistols, knives, laser pointers, lighters and matches, chains, ammunition, and 'look-a-like' drugs/weapons and any other item which could be used as a weapon. If any items are brought to school, without permission of the administration, they will be impounded and/or destroyed. Students will also be subject to disciplinary action based on the Code of Conduct.

Attendance

The Board of Education as an agency of the State is required to enforce the regular attendance of students. Attendance and participation are an essential part of the learning process and are considered necessary for academic achievement. In addition, regular and punctual attendance is an important trait of responsibility and self-discipline for students. Improved attendance will result in greater student classroom success and more efficient use of the teacher's time. Regular attendance and classroom participation are integral to deriving benefit from the educational program. Excessive absenteeism will not enable the student to attain the prescribed minimum academic standards for satisfactory completion of a course. Absences for a whole day, because of missing the bus will not be excused.

A student should be absent only with parental knowledge and consent. The parent or guardian should report the absence by calling the office or sending a note with the student when he/she returns to school. Please notify the school within 48 hours of the student's absence. If at all possible, please contact the school on the morning of the absence. Failure to call or send a note within 48 hours may result in an unexcused absence.

County truancy recommendations suggest a truancy referral when a student accumulates 7 absences (including excused and unexcused) in a trimester. After 3 unexcused absences a letter will be sent home notifying the student and their parent or guardian of the attendance issue. After this notice has been mailed, it will be the responsibility of the student and parents to keep track of further absences. Feel free to contact the school for an updated attendance report. School imposed suspensions, school-related absences (field trips, etc), and absences due to death in the immediate family will not be included in the calculation for truancy referrals.

Pre-Arranged Absence

Pre-arranged absences are granted for family vacations and school-sponsored activities. The school calendar provides vacation periods throughout the year and when possible, absences should be planned during these times. A pre-arranged request for a family vacation or school-sponsored activity shall be granted; however, these absences will count toward truancy reporting. "Family" is defined as parents, foster parents, or legal guardians. The parent/student requesting the pre-arranged is responsible to collect class work prior to the absence and to complete/turn-in class work in an appropriate time frame. Parents/students are encouraged to obtain and complete the pre-arranged absence form 5 days from the expected date of absence.

Tardiness

School begins promptly at 7:50. Any student exceeding a 10 minute tardy window will automatically be identified as an unexcused tardy. If a student arrives at 9:00 or later, he/she will be counted absent for the morning. The truant officer will be notified of excessive tardies.

Truancy

Failure to attend class without prior appropriate approval, regardless of where the time is spent, is truancy. Truant students will be subject to discipline based on the Code of Conduct.

Bikes at School

Students are not allowed to ride or bring bikes, scooters or roller blades to school at any time, because of congestion and traffic before and after school.

Bullying/Aggressive Behavior Policy

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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 written, 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 "at school" 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.

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 in the teacher and student handbooks.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investing process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of investigation.

IMPLEMENTATION

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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.

PROCEDURE

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 principal or assistant principal. 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 board principal should be filed with 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.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate action. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

NON-RETALIATION/FALSE REORTS

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally falsifying reports may result in disciplinary action.

PREVENTION/TRAINING

The Superintendent shall establish a Bullying Prevention Task Force.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behaviors.

DEFINITIONS

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

“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, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At school” is defined as classrooms, elsewhere on school premises, on a school bus or other related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, telephone or cell phone, personal digital assistant or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one or more students;
- B. adversely affecting 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 substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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 conduct.
- 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. This may occur in a number of ways, including, but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status, or disability, but may also include sexual orientation, physical characteristics (e.g. height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g. from rival school, different state, rural area, city, etc.)

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“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.

Bus Conduct

At all levels, the buses are an extension of the school, and all infractions listed herein are part of the bus code. The behavior of students while riding the bus is of great concern to all because of the factor of safety. Rowdiness, destruction or defacing of property, persistent disobedience or insubordination, and poor behavior may result in:

- Suspension from the bus for an indefinite period
- Legal action
- Suspension or expulsion from school

Bus Rules:

1. Drivers have the same authority as the classroom teacher.
2. Students must be at the designated stop and ready to board at the scheduled time.
3. Students may only board or leave the bus at their designated stop unless they obtain permission from their principal.
4. To cross a highway, walk ten (10) feet in front of the bus. Wait for the bus driver to signal you, check both ways and cross quickly. Do not stop, turn back, or run.
5. Bus stops will be limited to four per mile if possible. All students may be asked to walk a half mile and high school students one mile.
6. Pupils must obey their driver promptly. Drivers are completely in charge of students while they are in transit.
7. Students are not to scuffle, tease, or use profane or obscene language while on the bus or at a stop.
8. Take your seat promptly upon boarding the bus, and do not change seats without driver permission.
9. Driver may assign seats.
10. Silence is required at all railroad crossings.
11. Keep hands and feet in the bus and out of the aisle.
12. Classroom conduct is required. You may quietly talk to your seatmate.
13. Report any damage or destruction to the driver when you unload. Any student disfiguring, mutilating, or littering a bus will be required to clean it up or pay for damages. Transportation may be denied until restitution is made.
14. Any objects too large to be held on your lap cannot be brought on the bus.
15. Windows are to be lowered only with permission of the driver and put up when requested by the driver.
16. All Tech Center students are required to ride the bus to and from, unless special permission is granted by the principal. All bus rules are to be followed by Tech Center students. Violation of the bus rules may result in removal from school transportation and discontinuation of the student's enrollment in the Tech Center program.

Bus Request

Due to transportation guidelines, only bus students are allowed to ride the buses to and from school. If children who normally do not ride the bus are going with a bus student, parents will have to make arrangements to pick up children after school. **Requests from parents/guardians to have children dismissed other than their regular routine will be accepted until 2:30 pm on that day. After 2:30 pm we cannot guarantee your request, but will do our best.**

Discipline Policy and Code of Conduct

It is the purpose of this section to help provide an atmosphere which is conducive to an orderly process of education in an environment that provides for the welfare and safety of all who attend. Our primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, corrective action is indicated both for the benefit of the individual and the school as a whole.

In establishing its discipline procedure, it is the intent of the administration to view discipline in terms of helping the students to grow rather than as punishment; to help the student change unacceptable conduct. Respect, both for individual rights and the rights of the group, are basic to sound discipline. In all disciplinary matters, the administration will determine whether it is necessary to request intervention from our guidance counselor; the school psychologist; school social worker, or recommend to parents that they seek outside assistance.

The following list is not an attempt to state a rule for every situation. The school functions on the belief that students have developed a sense of self-respect and dignity suitable to conduct themselves in most situations. **Should any student act in such a manner that is detrimental to him/her, or others, even though a specific rule has not been written for that action, appropriate corrective measures will be taken.**

As you study this section on student behavior, please keep the following points in mind:

- Administration may invoke any or all of the corrective measures listed for each offense.
- The administrator has the right and responsibility to reprimand according to the student's disciplinary history.
- Off campus student behaviors which have a negative impact on the school and/or school program are subject to discipline.
- As in society, ignorance of the rules is no excuse for non-enforcement.
- Administrators may invoke Restorative Practices at any time.

DUE PROCESS FOR STUDENTS

The following due process procedure is used for students alleged to have violated the Morenci Elementary School Code of Conduct:

1. Citing specific circumstances, a staff member must place the alleged violation in writing.
2. The incident is discussed with the student by an administrator. During this conference, the charge is explained along with the rule that has been allegedly violated.
3. The student is given an opportunity to explain his/her conduct.
4. Conflicting stories, if any, are investigated further.
5. If a consequence is in order, the student is advised of that fact and the parents are notified in writing.
6. Parents and/or student have an opportunity to appeal the decision to the Principal, then to the Superintendent. Matters involving expulsion or suspension beyond the ten school days will be heard by the Board of Education.

Code of Conduct

OFFENSE	PROGRESSIVE DISCIPLINE RANGE
Failure to comply with a reasonable request	Warning, up to 3 day suspension/Teacher may suspend up to one day
Rude, abusive, vulgar, inappropriate behavior, or language	Warning, up to 3 day suspension/Teacher may suspend up to one day
Classroom disruption	Warning, up to 3 day suspension/Teacher may suspend up to one day
Falsification of records, notes, statements	Warning, up to 5 day suspension
Leaving building/class without permission: skipping, tardiness	Warning, up to 5 day suspension
Possession of articles prohibited in school	Warning, up to 3 day suspension
Defacing property, vandalism	Warning/Restitution/Detention/Up to 5 day suspension
Inappropriate use of technology, possession of electronic devices	Warning, up to 3 day suspension, in addition to the consequences outlined in our Acceptable Use Policy

Theft	Warning, up to 3 day suspension
Theft by use of threat, force, or extortion	Up to 10 day suspension and including expulsion
Driving students off campus, reckless driving in parking lot	Warning, up to 3 day suspension/revocation of driving privileges/notification to law enforcement officials
Driving to Tech Center without permit	1 day suspension
Possession/use of fireworks	Up to 10 day suspension and including expulsion
Setting off false fire alarms	Up to 10 day suspension and including expulsion
Bullying, threats, intimidation, inappropriate physical contact, harassment, fighting	Up to 10 day suspension and including expulsion
Possession/Use/Distribution and Sale of tobacco or tobacco products	3 day suspension, notification to law enforcement officials
Possession/Use/Distribution and Sale of alcoholic beverages: including any beverage with alcoholic content. Student may be asked to take a Breathalyzer test. Refusal to submit a test may result in disciplinary action.	1 st offense: Mandatory screening, up to 5 day suspension 2 nd offense: Mandatory screening, up to 10 day suspension 3 rd offense: Expulsion
Possession/Use/Distribution and Sale of controlled substance or other substance prohibited by law, including but not limited to: marijuana, illegal pills, narcotics, look-alike drugs, and drug paraphernalia.	Up to 10 day suspension and/or recommendation for expulsion
Possession of weapon, look-alike weapon, or an object which may be used to cause or threaten harm to others	Up to 10 day suspension and/or recommendation for expulsion
Possession of a dangerous weapon("firearm, dirk, dagger, stiletto, knife with a blade over 3 inches in length, pocket knife operated by a mechanical device, iron bar, or brass knuckles")defined by State law	Mandatory permanent expulsion: School Code Section 1311
Threat directed at a school employee, volunteer, or contractor("any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger or bodily injury or harm")	Up to 10 day suspension or expulsion
Bomb threat or similar threat directed at a school building or other school property	Mandatory suspension or expulsion: School Code Section 1311a
Physical assault of a student("intentionally causing or attempting to cause physical harm to another through force or violence")	Mandatory (up to 180 days) suspension or expulsion: School Code Section 1310.
Physical assault of school employee, volunteer, or contractor	Mandatory permanent expulsion: School Section Code 1311a
Arson in a school building or on school grounds(including busses, dugouts, garages, etc)	Mandatory permanent expulsion: School Section Code 1311
Criminal sexual conduct	Recommendation for board hearing: Mandatory permanent expulsion: School Section Code 1311

*****The foregoing list of inappropriate behavior, which may result in student discipline, is not considered all-inclusive. The Michigan School Code authorizes the Morenci School Board of Education to suspend or expel from school a student guilty of "gross misdemeanor or persistent disobedience when, in its judgment, the interest of the school may demand it." School officials may also refer matters to local law enforcement.***

Dress Code

In recognition of the identity of the school as a place for teaching and learning, we encourage a mode of dress and grooming which is conducive to establishing a climate for these activities. The staff and administration will identify students in violation of the dress code during school hours 7:50 am – 2:58 pm (see Code of Conduct for specific violation consequences). Should suitable change of clothing not be readily available, the student will remain in the office until appropriate change of dress can be arranged. Modesty and avoidance of distracting influences are to be the key to dress. Prohibited items include:

- the nude look, see-through or peek-a-boo modes (includes sheer garments, slit shirts, bare midriffs and cutouts), articles that are in need of mending (e.g. excessive tears, showing skin, etc.), and other garments which exaggerate, emphasize, or call attention to anatomical details (such as yoga or spandex shorts, capris, or pants)
- the wearing of any form of head covering. (except for religious reasons or by permission of the administration) Hats may be confiscated and remain in the office until the end of the day.
- for safety reasons students are not allowed to wear flip flops, open toed shoes.
- the wearing or carrying of outdoor garments to class except by permission of school staff
- book bags and back packs in the classroom, except by permission of the administration
- sunglasses worn inside the building (except for medical reasons with an approved medical note)
- clothing that advertises alcohol, drugs, gang affiliation or tobacco products
- clothing that is violent in nature or deemed offensive to any member of the staff
- clothing that allows all or some portion of undergarments to be exposed
- jewelry, buttons, or other forms of ornamentation that create distracting noises, incite violence, are slanderous or libelous, obscene, suggest obscenity or call for an illegal act
- tank tops, shirts with excessively large arm holes or cut-out sides
- any clothing that reveals cleavage (shirts will be expected to be no lower than one hand width below the collar bone)
- short shorts or skirts (if a specific item is in question the student will be asked to kneel on the ground and the shorts/skirt must be no more than 5 inches from the ground)
- sleeping attire, including slippers

Any gross deviations from normal student dress that tends to create distractions, disturbances, and have an unsatisfactory effect upon learning, conduct, and decorum of school will be enough cause for the student to be sent home and asked not to return until deviations are corrected to the satisfaction of the administration and staff (see Code of Conduct for specific consequences).

Drug Free School

The unlawful possession and/or use of illicit drugs/alcohol is wrong and harmful. Students shall not be permitted to attend school or activities sponsored by the school while under the influence of illicit drugs or alcohol, nor shall students be permitted to possess or consume illicit drugs or alcohol on school property.

The school recognizes that there are several items, such as aerosols and butane, classified as harmful substances which can produce extreme feelings of depression or elation. Students experiencing this condition while at school or at school activities because of use of harmful substances will be disciplined the same as for illicit drugs.

Field Trips

Morenci Elementary Schools promote field trips as an educational experience for our students. We feel that field trips are important extensions of the regular classroom curriculum. Permission by each child's parent must be obtained for each bus trip. All students are required to ride the bus to and from the field trip destination.

Students, however, must earn the opportunity to participate. Children who do not earn the privilege to participate in a field trip will remain at home that day. Any student who has been excluded from bus riding privileges will not be allowed to participate in a field trip unless the parent provides the transportation for their child.

Necessary chaperones are arranged for by the classroom teacher. Chaperones are required to ride the bus, if room is available. Chaperones are to supervise appropriate grade level children only, and are not to bring other children. Parents attending field trips who are driving separately cannot bring younger siblings. Unauthorized parents are not allowed to meet the classes at the field trip destination.

For the safety of our students, all parents are required to complete a "Criminal Background" form available in the elementary office. Only parents that have been approved are allowed to chaperone. This form needs to be completed two weeks prior to the field trip. Chaperones are asked to arrive at the school approximately fifteen minutes before departure time to obtain their assignment instructions and other pertinent information.

Health Concerns

Immunizations

Michigan schools are required to assess and report the immunization status of all students, as well as new school entrants. All new enrollees must have documentation that they have had the required immunizations or must have a signed waiver filed with the Elementary School office.

For more information, see www.michigan.gov/immunize

Lice

Although head lice does not originate in schools, it is often detected in the school setting. Head lice are transmitted from person to person via direct head to head contact or by sharing of hats, brushes, combs, and hair articles. It can affect anyone and does not indicate that one is unclean. Head lice are not carried on animals. They only live on human heads. Morenci Schools maintains a "no nit" policy. This means that children cannot be at school if head lice or nits (lice eggs) are present. If head lice are detected, the child should be treated appropriately and all nits removed. Please notify the school office if head lice are detected so that proper measures can be taken to avoid spreading.

As always, confidentiality will be maintained. Head lice can be a very frustrating situation. Nonetheless, it requires prompt and appropriate treatment. The school office has information regarding proper treatment.

Health Curriculum

Under provisions of the 1997-1998 State Aid Act, each local district is required to notify parents of their rights in regards to various forms of health related curriculum. Specifically, parents have the right to review all curriculum in the areas of health education, HIV, and other serious communicable diseases. All students will have health-related curriculum instruction. If you wish to review the material presented, you may do so by contacting the office. Students may be excused from any of the classes upon written request of the parent to the principal.

Illness/Injury

The Morenci Elementary School is aware that accidents will happen to students while attending school. All accidents are to be reported to the office immediately. It has always been the policy to provide the best immediate care possible and to notify parents concerning injury. It is also our policy to call the Morenci EMS when, in our opinion, their services are required. The Morenci Elementary School will not be responsible for any costs incurred by calling the Morenci EMS. All costs will be the responsibility of the parents/guardians. If students are sick or injured, they are to inform their teacher and get permission to go to the office. If a student needs to go home, office personnel will contact a parent/guardian. If no one can be contacted, the student will remain at school. School personnel cannot give students any medication, including aspirin, unless a parent or guardian has followed the procedures outlined in the Medications section. If it is necessary for a student to take any form of medication at school, please see the Medications section of the handbook for all appropriate procedures.

Lunch and Breakfast Information and Guidelines

Breakfast is available for students each morning.

Students have 38 minutes for lunch and recess each day. A hot lunch will be available daily. Please refer to Free/Reduced lunch letter information in fall packets for lunch.

Students may pay for their lunch weekly or monthly. We recommend that you pay by check. Students may bring money in an envelope marked with their name, grade, teacher's name and amount enclosed. The student can deposit the envelope in one of two maroon metal box which are located at each end of the building. Students on the free and reduced program who pack their lunch still must pay \$.30 for milk.

Charging of lunches is discouraged.

Lunches may not be shared.

The Food Service Director will send notes home weekly indicating account balances.

Balances are to be paid promptly.

When entering the lunchroom, students should use appropriate table manners and eating habits. Once seated, each student must stay in his or her place until permission for dismissal from the lunchroom supervisors has been given. **POP IS NOT ALLOWED.**

Medication

All medications including prescription and non-prescription medications are to be registered and kept in the office, not possessed by students. Medication shall be brought to school in a container appropriately prepared and labeled by the physician, pharmacy or manufacturer. The medication label should also include dosage and frequency of administration of medication for the student. Medication shall be administered to the students by school personnel specifically designated by the building principal. NO medication, including non-prescription, shall be administered to students without written instructions from a physician, according to Morenci Board of Education District Policy. Parents requesting administration of medication for their child must sign and date an Administration of Medication Form. Sharing of any medication is strictly prohibited (This includes Tylenol, aspirin, etc.).

Messaging System

Morenci Area Schools utilizes the Morenci messaging system. Pre-recorded announcements from this rapid communication service allow us to deliver important school information in a timely manner, both for routine announcements and reminders, as well as in the event of an urgent situation. Please make sure that if your phone number or e-mail address changes during the school year that you notify our office immediately.

Offensive Remarks and Actions

In most cases differences between individuals can be resolved by a conference and parent notification. When, however, the atmosphere for learning is disrupted and/or the safety of students endangered, these individuals must be immediately removed from the educational setting and, in turn, held responsible for their actions. Offensive remarks or actions could include anything from offensive words or images on folders, desks, , or written in letters to students, etc. Disciplinary action will be based on the Code of Conduct.

Parental Involvement Policy

It is important that families and schools work together to help students achieve high academic standards for success in school and life. We as students, parents and staff will work as partners to reach the following goals:

Students

I know that my education is important and that I am responsible for my success. Therefore, I will do my best to:

- Come to school ready to learn and do the best I can
- Participate in classroom activities
- Complete homework and return it on time
- Do my part to keep the school clean and safe
- Be responsible for my own behavior
- Ask for help when needed

Parents

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will do my best to:

- See that my child is on time and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Encourage my child to do his/her best
- Attend parent-teacher conferences
- Establish a time and quiet place for completing homework
- Read school communications and respond when necessary

Staff

We understand the importance of education and recognize the opportunity to serve as role models. Therefore, we will strive to carry out the following responsibilities to the best of our abilities:

- Teach grade/subject level skills and concepts
- Address the students' individual needs
- Provide a safe, positive, and healthy learning environment
- Provide students with strategies to increase competence
- Encourage students and parents by providing information about student progress

For the complete Parent Involvement Policy please contact the school office.

Parking

There will be no parking in front or in back of the building before or after school. You may park in the side lot or on the street.

Photographing/Video Taping /Publishing

Photographs and/or videotapes of classes may be taken for use in public relations, school publications, school activities at school buildings, and school-related activities that take place elsewhere. Parents wishing to exclude their children from photographing, videotaping, and/or publishing should contact the elementary school office to make the request. Surveillance cameras may be in place in select areas to augment the overall safety of students.

Placement Policy Procedure

1. A grade level professional team will use the following criteria to make a recommendation to the building principal as to placement of each child within that given grade level for the subsequent school year. The composition of each team will include the principal, the sending and receiving teachers of the grade level being placed, the school guidance counselor, and others as deemed appropriate and appointed by the principal.

CRITERIA

- *The child's educational needs
 - *The child's psychological and social needs
 - *Distribution of special needs children across teachers
 - *Representation of total community in each class
2. The building principal, using the recommendations of the placement teams, will make a final determination on the placement of each child in accordance with the established criteria and the unique need of the child and/or the school organization which might be unknown to the placement teams.

Report Cards

A report card is an evaluative tool used to inform the student and parent of educational progress. You will receive a report card every 12 weeks. Progress reports will be sent home every 6 weeks.

Our grading scale is as follows:

	90-100=A
	80-89=B
	70-79=C
	60-69=D
	59-0= F

Conferences are held twice a year. Conferences are designed to give teachers and parents an opportunity to discuss and plan for the positive educational success of children. All parents are encouraged to attend conferences.

Residency Requirements

Residency requirements of the State of Michigan School Code indicate that a student must be a resident of Lenawee County or a surrounding county to attend Morenci Elementary School. Students who meet the additional requirements established by the Board may opt to attend Morenci Elementary School as school of choice.

School Closings

The decision to close school for any reason is made by the Superintendent. Please do not call the school, but turn to one of the following radio stations to assist you in getting information:

WABJ-AM (1490) Adrian
WQTE-FM (95.3) Adrian
WLEN-FM (103.9) Adrian
LOCAL TELEVISION STATIONS
MORENCI MESSAGING SYSTEM

If school should close for any reason, we will follow your directions from your child's registration form. Please make sure this information is accurate at all times.

School Visitation

Parents who wish to visit/volunteer the classrooms are welcome to do so but must schedule the visit in advance with the classroom teacher. The teacher will notify the office of the day and time of the scheduled visit. Parents must sign in at the office prior to going to the classroom. Also, a criminal background check is required for adults attending parties, field trips and working with students. Adults who wish to do so must complete the form and turn it in to the office prior to the event. The form may be picked up at the elementary office and processing takes 2 weeks.

Sign-Out Procedures

Appointments should be scheduled after school if possible, as it is important for students to be in attendance for the entire school day. However, if it is necessary for a student to leave during the school day, s/he must present a note from a parent. An excessive number of early sign-outs may result in reporting to the truancy officer.

Specials

LIBRARY

Students visit the library once a week with their respective classes. They are allowed to check out books (grades **1 and 2, one book; and grades 3, 4 and 5, two books**), and may take books home. Books should be returned or renewed one week later on library day. If a student is absent, the book should be returned on the day he or she returns to school.

We are asking for your cooperation in discussing with your child proper care of borrowed library materials; and to let you know that we are continuing with our policy of charging fines for damaged or destroyed books and for damaged or destroyed bar codes (computer labels) on the book or magazine. A fee of \$1.00 will be assessed for any bar codes damaged or destroyed.

Students are expected to return books on time. If returned late, a fine (first grade students exempt) of \$.10 per day, per book, will be assessed and must be paid before more materials can be checked out. If, at the end of a trimester, your child has overdue materials, and/or fines, report cards will be withheld until materials are returned and/or fines are paid.

MUSIC

All students participate in music class weekly. Students will have the opportunity to participate in a variety of special music events.

PHYSICAL EDUCATION

Students will participate in 2 sessions of physical education per week. Grade level skills in PE will be taught. Students are to wear appropriate shoe attire and clothing on PE days. The PE teacher reserves the right to exclude a child from an activity in which inappropriate foot wear is worn.

Theft, Destruction, or Defacing of Property

Theft, willful or careless destruction or defacing of property, whether of the school district or other individuals, carries a responsibility of replacement or repair. Students and their parents or guardians may be charged for losses or damage to school property where willingness or carelessness was a strong contributing factor. Civil court action may be used to recover damages or losses. In addition, students will be subject to discipline based on the Code of Conduct.

Visitors

All visitors to Morenci Elementary School must immediately check into the main office. Parents or guardians are always welcome to visit classes with prior teacher communication.

Definitions

Definition of Terms:

- A. **School Hours** – 7:50 am – 2:58 pm
- B. **Careless Destruction** – An act of damage done to the property of another.
- C. **Cheating/Plagiarism** – Submitting the work of others for credit, not including specific teacher assigned group work.
- D. **Disobedience** – A willful act contrary to school rules and procedures.
- E. **Due Process** – Affording a student recourse to legal rights as a citizen in their defense.
- F. **Expulsion** – Permanent removal of a student from school by Board action.
- G. **Extortion, Coercion and Blackmail** – Actions designed to deprive another by illegal means.
- H. **Inappropriate Display of Affection** – Anything beyond holding hands.
- I. **Insubordination** – Actions that defy direct orders of school personnel when they are acting within guidelines of school policy and procedure.
- J. **Outside Agency** – Any of several organizations outside of the school, which can be involved with a student's conduct; examples of such agencies are the juvenile authorities, attendance officer, police, prosecutor, courts and child guidance clinics.
- K. **Suspension** – A temporary removal of a student from school or class for a specific period of time by administrative action. Suspensions may be renewed for lack of appropriate solution. All programs at the Tech Center are considered extensions of the home high school; therefore, suspensions issued by either school will be honored by the other.
- L. **Tardiness** – Coming to school or class after the designated start time without a valid excuse recognized by school authorities.
- M. **Truancy** – Not in attendance at school and/or class for reasons not authorized by school authorities, regardless of where the student might have spent the time.
- N. **Physical Assault** – Intentionally causing or attempting to cause physical harm to another through force or violence.
- P. **Willful Destruction** – Any act of damage done intentionally to the property of others.

Q. **Collusion** – No student shall assist or aid in any way another student in violating school rules, regulations or policies.

R. **Sexual Harassment** – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Adherence to the District Sexual Harassment Policy is expected.

S. **Verbal Assault** – Any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

WHAT TO DO IF YOU HAVE A PROBLEM

If you have a problem, please follow the chain of command described below:

1. Take your concern to the person closest to the problem.

Often a concern is the result of a misunderstanding or an oversight. These concerns can easily be remedied. Whether in the classroom or on the bus, the quickest and easiest solution is usually found with the staff member involved. Talk with that person first. In order to find a time that is satisfactory to both you and the individual involved, you may need to make an appointment. When you make an appointment please state the general area of your concern so the staff member can save both of you time by researching the issue and gathering facts and information necessary to deal with the concern. It is a good idea to keep communication lines open with the staff by talking with them not only when you have concerns, but also when things are going well.

Elementary Office (517) 458-7504

School Website www.morenci.k12.mi.us Select Staff Email List to view all teacher/staff email addresses

2. If your concern is not resolved, go to the next level.

The principal, transportation supervisor and cafeteria supervisor are all individuals who are willing to work with you to help solve problems or concerns that you may have. These persons, too, may need to find time that is appropriate for both of you to meet. It is helpful for them to know with whom you have talked, and the basic nature of your concern.

Elementary Principal

Karen Semersky

semersky@morenci.k12.mi.us

Transportation Supervisor

Devon Vernier

(517) 458-7508

3. If your concern is still not resolved, go to the superintendent.

There are times when you may not receive satisfaction at the first two levels and need to go to the superintendent of schools. If this happens, please keep in mind that the superintendent is often expected to attend meetings both inside and outside the school district, which means a meeting may require some advanced planning.

Superintendent

Michael Mc Aran

mcaran@morenci.k12.mi.us

Board Office

(517) 458 - 7501

4. If your concern is still not resolved, contact a member of the school board.

School board members are elected to represent the interest of parents and district residents. They do not, however, have the direct authority in day-to-day operations of the school. All authority is the result of official actions by a majority of the Board at meetings open to the public. The Board's primary responsibility is to make policies that guide the school district. Any change in policy often takes three or more months.

MORENCI ELEMENTARY SCHOOL

September 3, 2013

Annual AHERA Notification

This notice is to inform you that the district has completed an asbestos inspection and management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The management plan has been accepted by the State of Michigan and is available for your review in the office of each school building.

The management plan contains information regarding the locations of asbestos-containing materials (ACM) in all school buildings, the condition of the ACM and a plan for dealing with the ACM.

At least once each school year, the district will inform you in a similar manner about asbestos activities including: reinspection, periodic surveillance, response actions, and post response action activities that are planned or in progress.

The following asbestos activities are currently planned or are in progress for the district:

Reinspection: A reinspection of all district buildings is required by law every three (3) years after implementation of the management plan. Our first reinspection was scheduled for January 2013.

Periodic Surveillance: Once every (6) months. ACM must be visually inspected for changes in condition. This was last performed by our local maintenance staff in July of 2013.

Response Actions: These are activities designed to reduce or eliminate the potential for asbestos hazards. In general, the asbestos-containing materials (ACM) present in district buildings include encapsulated and contained areas and materials representing the lowest possible risk factors.

ACM will be repaired if damaged and maintained by the district Operations and Maintenance Program (O & M).

If you have further questions or concerns regarding this process, please contact the district designated person, the superintendent, (517-458-7501).

Receipt of Handbook Acknowledgment of Policies 2013-2014

Please sign and return by September 9, 2013
Thank you for your prompt attention to this matter.

Student Name: _____ (Grade) _____

Home Address: _____

Telephone: _____

Signature indicates that I have received a copy of the Morenci Elementary School Student Handbook. I have shared this information with my child and understand that questions regarding any information in the Student Handbook should be posed to an appropriate school employee.

Parent/Legal Guardian signature

Date

Student's signature

Date