

Morenci Middle/High School Student Handbook 2017-2018

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.

Middle/High School Office Hours: 7:15AM – 4:00PM

Phone calls received prior to 7:15AM 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 7:15AM or after 4:00PM.

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, on the bus, or on the practice field, 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.

MS Office (517) 458-7506

HS Office (517) 458-7502

School Website: www.morencibulldogs.org

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

The principal, transportation supervisor, athletic director, 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 a time that is appropriate for both of you to meet. It is helpful for them to know with whom you have spoken, and the basic nature of your concern.

MS/HS Principal	Kimberly Irish	kirish@morencibulldogs.org
Athletic Director	Kay Johnson	kjohnson@morencibulldogs.org
MS/HS Counselor	Diana Fallot	dfallot@morencibulldogs.org
Cafeteria Supervisor	Sheryl Kutzley	skutzley@morencibulldogs.org
Transportation Supervisor	Lori Wilson	lwilson@morencibulldogs.org

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. 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 Board Office	Michael McAran (517) 458-7501	mcaran@morencibulldogs.org
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4. If your concern is still not resolved, you may request a hearing before the school board.

School board members are elected to represent the interest of parents and district residents. They do not, however, have 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.

MORENCI MS/HS FACULTY AND STAFF

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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, counselor, 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 voicemail 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 mail and voicemail, 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 voicemail 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, 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 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.
2. Second Offense-Loss of Computer/Internet privileges for at least twenty-five school days.
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

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.

1. The administration may use the Discipline Policy and Code of Conduct when determining consequences and/or procedures for specific offenses.
2. Depending on the severity and/or repetition of offenses the administration reserves the right to advance a student's consequences.
3. 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.
4. 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 may 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. The Superintendent can suspend from ten to sixty days.
5. For a complete description of consequences for various offenses please see the Code of Conduct.
6. 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 toys, stuffed animals, 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 AND TARDY POLICIES

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. Attendance will be kept on a class-by-class basis. Absences will only be blocked due to extenuating circumstances (e.g. medical) with appropriate medical documentation and approval from the administration.

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 semester. After 5 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.

After a student's 8th absence (excused or unexcused) in a semester, the student will not earn credit for any further missed days. School-related absences do not count toward these 8.

Examples of excused absences include but are not limited to: school-related activities, death in the family, extended medical treatment, religious holidays, and administrative consideration. In the event that a medically-documented disabling condition or a major illness prevents the student from participating in normal classroom activities, the following guideline will apply. If a loss of time is greater than 30 days per semester, the student will have the option of withdrawing from the class with a "W". Homebound services are available with appropriate medical documentation in accordance with state regulations.

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, except for school sponsored activities, these absences will count toward truancy reporting and final exam requirements. "Family" is defined as parents, foster parents, or legal guardians. The student requesting the pre-arranged is responsible for collecting class work prior to the absence and completing/turning-in class work in an appropriate time frame. Students are encouraged to obtain and complete the pre-arranged absence form 5 days from the expected date of absence.

SUSPENSION IMPACT ON ATTENDANCE

Each suspension will be blocked and count as one (1) day toward the eight (8) day limit.

TARDINESS

To promote qualities of punctuality, reliability, and dependability, school policy states that tardiness is unacceptable. To deter tardiness teachers will assign lunch detentions as needed for tardy issues. Excessive detentions may lead to further disciplinary action according to the Student Code of Conduct.

Any student exceeding a ten-minute tardy window will automatically be registered as an unexcused absence.

TRUANCY

Failure to attend class, or skipping or leaving class before dismissal 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.

SCHOOL ATTENDANCE AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to attend or participate in extra-curricular activities ALL students are expected to be in school the entire day. Any student not complying with this expectation may have the privilege to participate denied.

Students will follow the guidelines for attendance. If in violation, he/she may not participate in any after school activity, practice, or contest. Exceptions may be made for pre-arranged doctor or dental appointments, provided prior notice is given. Other extenuating circumstances must be brought to the principal to determine eligibility for extra-curricular activities. Friday attendance does NOT affect Saturday events.

BEHAVIOR AT SCHOOL EVENTS

The behavior of students at school functions both at home and away is of great concern to all those who attend these activities. While most offenses are the acts of a small percentage, they become annoying to people who are interested in the education of all youth. Acts of rowdiness, fighting, unsportsmanlike conduct (participants in extra-curricular activities may be subject to school and extra-curricular suspension), being under the influence of drugs or alcohol, and other acts of violation of this school code, will result in disciplinary action based on the Code of Conduct, including exclusions from future contests. This may include students being warned or removed from contests by referees.

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 investigation 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 building principal should be filed with the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without corroborating evidence.

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 and should be completed within three (3) school days after 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.

If during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance to proper procedures.

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 that will function as part of the District School Improvement Committee.

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, cyberbullying 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, cyberbullying 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 is 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:

1. substantially interfering with educational opportunities, benefits, or programs of one or more students;
2. 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;
3. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
4. causing substantial disruption to, 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:

1. Physical—hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical conduct.
2. Verbal—taunting, malicious teasing, insulting, name calling, making threats.
3. 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.

****The Morenci Area School Board policy is available in its entirety upon request.***

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:

1. Suspension from the bus for an indefinite period
2. Legal action
3. 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.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

DISCIPLINE POLICY AND CODE OF CONDUCT

RSC 1310D requires schools to consider the students age, disciplinary history, disability, seriousness of behavior, whether behavior poses a security risk, restorative practices, and whether less intervention would properly address the behavior before suspension or expulsion.

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:

1. Administration may invoke any or all of the corrective measures listed for each offense.
2. The administrator has the right and responsibility to reprimand according to the student's disciplinary history.
3. Off campus student behaviors which have a negative impact on the school and/or school program are subject to discipline.
4. As in society, ignorance of the rules is no excuse for non-enforcement.
5. 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 Middle/High 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. The Superintendent's decision is final.

DEFINITIONS:

- **"Suspend" or "Suspension"** means a disciplinary removal from school for less than 60 school days.
- **"Expel" or "Expulsion"** means a disciplinary removal from school for 60 or more school days.
- **"Restorative practices"** means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

CODE OF CONDUCT

OFFENSE	PROGRESSIVE DISCIPLINE RANGE
1) Failure to comply with a reasonable request	Warning, up to 3 day suspension/Teacher may suspend up to one day
2) Rude, abusive, vulgar, inappropriate behavior, or language	Warning, up to 3 day suspension/Teacher may suspend up to one day
3) Classroom disruption	Warning, up to 3 day suspension/Teacher may suspend up to one day
4) Falsification of records, notes, statements	Warning, up to 5 day suspension
5) Leaving building/class without permission: skipping, tardiness	Warning, up to 5 day suspension
6) Possession of articles prohibited in school	Warning, up to 3 day suspension
7) Defacing property, vandalism	Warning/Restitution/Detention/Up to 5 day suspension
8) 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
9) Theft	Warning, up to 3 day suspension
10) Theft by use of threat, force, or extortion	Up to 10 day suspension and including expulsion
11) Possession/use of fireworks or other destructive device	Up to 10 day suspension and including expulsion
12) Setting off false fire alarms	Up to 10 day suspension and including expulsion
13) Bullying, threats, intimidation, inappropriate physical contact, harassment, fighting	Up to 10 day suspension and including expulsion
14) Possession/Use/Distribution and Sale of tobacco or tobacco products, e-cigarettes, or other synthetic or similar substances	3 day suspension, notification to law enforcement officials
15) 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
16) 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
17) 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
18) Possession of a firearm in a weapon free school zone.	Will consider suspension or expulsion: School Code Section 1311
19) 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
20) 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
21) Bomb threat or similar threat directed at a school building or other school property	Mandatory suspension or expulsion: School Code Section 1311a
22) 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.

23)Physical assault of school employee, volunteer, or contractor	Mandatory permanent expulsion: School Section Code 1311a
24)Arson in a school building or on school grounds(including busses, dugouts, garages, etc.)	Mandatory permanent expulsion: School Section Code 1311
25)Criminal sexual conduct	Recommendation for board hearing: Mandatory permanent expulsion: School Section Code 1311
<i>**26) 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.</i>	
27)Driving students off campus, reckless driving in parking lot	Warning, up to 3 day suspension/revocation of driving privileges/notification to law enforcement officials
28)Driving/riding to Tech Center without permit	1 day suspension

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 7:45 am – 2:50 pm; however, concerns of modesty may be addressed at any school-related event (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:

1. 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)
2. the wearing of head covers (except for religious reasons or by permission of the administration) including hoodies, sweatbands, armbands, hair curlers, or other toilet articles (hats may be confiscated and remain in the office until the end of the day)
3. bare feet
4. the wearing or carrying of outdoor garments to class except by permission of school staff
5. book bags and back packs in the classroom, except by permission of the administration
6. sunglasses worn inside the building (except for medical reasons with an approved medical note)
7. clothing that advertises alcohol, drugs, gang affiliation or tobacco products
8. clothing that is violent in nature or deemed offensive to any member of the staff
9. clothing that allows all or some portion of undergarments to be exposed
10. 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
11. tank tops must have a three inch band, no shirts with excessively large arm holes or cut-out sides
12. any clothing that reveals cleavage (shirts will be expected to be no lower than one hand width below the collar bone)
13. short shorts or skirts (if a specific item is in question the student will be asked to place their hands at their sides and if the skirt or shorts are not longer than fingertips they will be asked to change)
14. sleeping attire, including slippers
15. yoga or similar tight fitting pants should be covered with a long shirt

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).

DRILLS AND EMERGENCY PROCEDURES

The school complies with all the fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

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.

DUAL ENROLLMENT

Morenci High School encourages junior and senior students to take advantage of the dual enrollment option. This option is available to students who have met all of the following criteria:

1. Have successfully met all the cut-off PLAN/PSAT scores as a junior or the ACT/SAT scores as a senior as dictated by the State of Michigan
 - Juniors must have the following scores on the PLAN test to qualify for dual enrollment: Mathematics 19, Reading 17, Science 21, and English 15
 - Juniors must have the following scores on the PSAT test to qualify for dual enrollment: Mathematics 510, EBRW 460
 - Seniors must have the following scores on the ACT test to qualify for dual enrollment: Mathematics 22, Reading 22, Science 23, and English 18
 - Seniors must have the following scores on the SAT test to qualify for dual enrollment: Mathematics 530, EBRW 480
2. Desire to take a course not able to be scheduled at Morenci Middle/High School
3. Meet individual college requirements

EDUCATIONAL DEVELOPMENT PLAN (EDP)

Beginning in 7th grade, students complete activities that relate to career awareness and exploration. Through a web-based program called Career Cruising, students identify their interests and talents and consider the career possibilities in each of six career clusters or pathways. Students may have the opportunity to participate in career exploration experiences in their area of interest.

Local schools in Hillsdale-Jackson-Lenawee Intermediate school districts use the web-based EDP to facilitate career planning and course selection. Students are able to complete and update their EDP anywhere via the internet. This online tool is confidential and secure because students must enter personal student IDs and passwords to access the system. IDs and passwords are available by contacting the school counselor.

EIGHTEEN-YEAR-OLD STUDENTS

Students that are eighteen years of age or older are NOT exempt from any school rules, regulations or policies.

ELECTRONIC DEVICES

Articles such as personal listening devices (e.g. iPods), computer games, hand-held gaming devices, cell phones, pagers, e-Readers, etc. are only allowed to be used before/after school hours and during lunch (for high school only). These items are prohibited in class.

First offense for cell phone use is loss of cell phone for day and student can pick up in office at end of the day. Second and further offenses will result in loss of cell phone until a parent/guardian can pick up the phone in the office. Excessive issues will follow Student Code of Conduct.

In the event of a school emergency (bomb threat, lock down, evacuation, etc.) parents will be notified by the Morenci Messaging phone system.

ENROLLING STUDENTS

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

1. unless enrolling under the District's open enrollment policy.
2. unless enrolling and paying tuition

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. proof of residency,
4. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school may have an official transcript from their previous school in order to have credits transferred. The building secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both students and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in an another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below.

Michael McAran, Superintendent (517) 458-7501

Complaints will be investigated in accordance with the procedures as described in the Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. The school also sponsors trips that are co-curricular and extra-curricular. Student participation in these activities is dependent on teacher and advisor discretion, taking into consideration past absences, behaviors, grades, etc. No student may participate in any school-sponsored trip without parental consent.

FULL-TIME STATUS

All students attending Morenci Middle/High School are required to maintain full-time status for each semester by meeting the guidelines established by the Michigan Department of Education. A full-time student is defined as any person maintaining regular attendance in seven (7) classes during the semester, unless there is an administrative approved reason for a student to be enrolled in less than six classes. Failure to do so may result in the withdrawal of the student for the remainder of the year.

GRADUATION RECOGNITION

Senior Scholars – SAT + GPA (1700 pts using the formula described below) Will receive medallions, be recognized in the local paper, stand and be recognized individually during the graduation ceremony, and be noted in a special part of the graduation program.

Summa Cum Laude – (GPA of 3.9 and above) Will receive a gold cord to wear during the ceremony, and be noted in the graduation program.

Magna Cum Laude – (GPA of 3.7 up to GPA of 3.9) Will receive a silver cord to wear during the ceremony, and be noted in the graduation program.

Cum Laude – (GPA of 3.5 up to GPA of 3.7) Will be noted in the graduation program.

Honor Roll – (GPA of 3.0 up to GPA of 3.5) Will be noted in the graduation program.

Valedictorian and Salutatorian – These awards will be given based upon the formula described below. The highest score will receive valedictorian recognition and the second highest score will receive the salutatorian recognition. In the case of a tie, 'co-valedictorian' or 'co-salutatorian' recognitions will be awarded.

Graduation Recognition Formula: $(GPA \times 75\%) + (SAT \text{ Composite} \times 25\%)$

GRADUATION REQUIREMENTS

The Michigan Merit Curriculum mandated by state law outlines the following graduation requirements for all students:

- a) English – 4 units
- b) Mathematics – 4 units (Must include 1 unit each of Algebra I, Geometry, Algebra II, and a math or math related course taken during the senior year)
- c) Science – 3 units (Must include 1 unit each of Biology, Chemistry or Physics, and an additional science course)
- d) Physical Education/Health – ½ unit each of Physical Education(see Physical Education Classes for alternative options) and Health
- e) Social Studies – 3 units (½ unit each of American Government and Economics, 1 unit each of US History & Geography and World History & Geography)
- f) World Languages –Beginning with the Class of 2016: 2 units of the same world language will be required
- g) Visual, Performing, Applied Arts – 1 unit

Seniors who do not qualify for graduation shall be notified at the earliest possible date. Students who do not meet all the requirements for graduation as listed above will not take part in the graduation ceremonies.

Any senior who is absent from school for more than 12 days in a class during the second semester will NOT be allowed to participate in commencement ceremonies, unless permission is granted by the administration.

PERSONAL CURRICULUM

A parent or legal guardian of a student who has completed grade 9 may request a personal curriculum for the student that modifies certain Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then the Board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. If the request for a personal curriculum is made by the student's parent or legal guardian or the student (if the student is at least age eighteen (18) or is an emancipated minor), the school District shall develop a personal curriculum for the student if deemed appropriate. For further details please contact the counseling office.

HEALTH CONCERNS

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health and safety of the group is at risk. The school's staff has the authority to remove or isolate a student who has been ill or exposed to a communicable disease or highly-transient pest, such as lice. Removal is for the contagious period, as specified in the school's administrative guidelines. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the Local and State Health Departments.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B and other diseases that may

be specified by the State Board of Health. As required by Federal law, parents will be requested to have child's blood checked for HIV, HBV and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

HOMEBOUND AND HOSPITALIZED SERVICE

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

IMMUNIZATIONS

Michigan schools are required to assess and report the immunization status of all 7th grade students, as well as new school entrants. All 7th graders and new enrollees must have documentation that they have had the required immunizations or must have a signed waiver from the Health Department filed with the Middle/High 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 regard 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.

HIGH SCHOOL GRADE LEVEL CLASSIFICATION

In order to be promoted to the next grade level (for all students grades 9-12) a student can be no more than two full credits short of the total attainable credits for his or her grade at the beginning of the school year. This promotion includes locker assignment and other grade-specific privileges.

HIGH SCHOOL WEIGHTED-GRADE CLASSES

To provide an incentive for college-prep students to select courses of an academically challenging nature and to reward the additional effort for performance in such courses, a system of weighted classes is offered. This system will provide students with an opportunity to establish a higher academic grade rating and will provide colleges with a more accurate evaluation of student performance. Students in academically advanced courses will have their grades weighted to compensate for the difficulty of the content. Letter grades will be the same, but will receive higher point values, based on the 5-point system instead of the usual 4-point system with regard to GPA calculation.

The following courses have been selected as Weighted Grade Classes: Anatomy and Physiology /Pre-Calculus/ AP English Language and Composition /Honors English Literature, Advanced Spanish and Biomedical Technology.

HONOR ROLL

High School Honor Roll will be published after each semester. Students who earned an overall semester GPA of 3.0 or higher during a semester and receive credit in all classes will be included in the honor roll.

Middle School Honor Roll will be published after each semester. Students who earned all A's and B's during a semester will be included.

ILLNESS/INJURY

The Morenci Middle/High 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 serious injury. It is also our policy to call the Morenci EMS when, in our opinion, their services are required. The Morenci Middle/High 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 help 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.

INDIVIDUALS WITH DISABILITIES-SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the building principal.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the school counselor to inquire about evaluation procedures and programs offered by the District.

LOCKER/DESK/VEHICLE SEARCH

A search may be made at any time of all lockers, vehicles, backpacks and desks if there is a reason to believe their contents are in violation of school policy or if there is reason to believe items of an illegal nature are secreted there. Students are responsible for the contents of their lockers, desks, and vehicles.

LUNCH DETENTION/ LUNCH DETENTION REPETITION

Students can be assigned lunch detentions for missing work, disruptive classroom behavior, and tardy issues. Once a student receives a 5th lunch detention in a semester for **behavior** issues, lunch detention will no longer be the consequence and the student will then serve disciplinary measures as outlined in the Student Code of Conduct.

LUNCH GUIDELINES

All students are expected to eat lunch in the cafeteria. Throwing of objects is prohibited and will result in disciplinary action. A student must have a pre-arranged pass to go to a location other than the lunchroom, and the lunchroom monitor must be presented with a pass. Students are not permitted to leave campus or wander to other areas. The parking lot is off limits. High school students who have permission from the office to go home for lunch must sign out in the office before leaving and sign in when they return. If a student is late returning, this privilege may be denied. Students may not drive home for lunch or go home for lunch with friends. Use of automobiles during lunch is strictly prohibited.

No charging of lunches or a la carte items is permitted. Deliveries from local restaurants are prohibited unless authorized by building administration.

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 State of Michigan Guidelines for Administering Medication to Pupils adopted by the Morenci Board of Education. Parents requesting administration of medication for their child must sign and date an Administration of Medication Form. Sharing of any medication is strictly prohibited (including over the counter medications such as Tylenol, etc.).

MESSAGING SYSTEM

Morenci Area Schools utilizes the Blackboard Connect messaging system. Pre-recorded announcements from this rapid communication service allow us to deliver important school information in 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 email address changes during the school year that you notify our office immediately.

MICHIGAN MERIT EXAM GRADUATION REQUIREMENT

The Michigan Merit Exam (MME) is an exam that is administered each spring and full participation on the assigned days or make-up days in the State of Michigan Educational Assessment program is required for graduation from Morenci Middle/High School. Appeals can be made to the administration in the event of extenuating circumstances. MME test dates are listed on the Middle/High School calendar each year and are mandatory.

MIDDLE SCHOOL LIBRARY CONDUCT

The middle school library has many resources including books, reference materials and internet connections. Students wishing to borrow books are to sign the book out with the appropriate teacher. Books are generally loaned for a period of two weeks and can be renewed by the student. Loaned books not returned on time are subject to a \$.10 per day overdue charge. Students are expected to pay all library fines within a week of accumulating the fine or borrowing privileges may be revoked. Students are to abide by the federal copyright law restrictions.

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, lockers, or written in letters to students, etc. Disciplinary action will be based on the Code of Conduct.

ON-LINE/BLENDED LEARNING CLASSES

The District shall provide eligible students the option of participating in on-line or blended learning courses.

Enrollment in online classes may not be permitted if a traditional teacher-instructed course is available. Students may enroll in online classes for credit recovery purposes at any point throughout the year (including summer) for a fee of \$50. These credit recovery courses are scheduled in addition to a full semester course schedule. The full policy is available upon request.

PARENT COMPACT

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:

1. Come to school ready to learn and do the best I can
2. Participate in classroom activities
3. Complete homework and return it on time
4. Do my part to keep the school clean and safe
5. Be responsible for my own behavior
6. 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:

1. See that my child is on time and attends school regularly
2. Support the school in its efforts to maintain proper discipline
3. Encourage my child to do his/her best
4. Attend parent-teacher conferences
5. Establish a time and quiet place for completing homework
6. 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:

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

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

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 Middle or High school office to make the request. Surveillance cameras may be in place in select areas to augment the overall safety of students.

PHYSICAL EDUCATION CLASSES

Any student who is unable to participate for a total of 20 class periods per semester due to a physical condition validated by a doctor's excuse will not receive credit for the semester. MCL 380.1278a allows the District to approve a 1/2 credit for Physical Education for an approved participation in athletics or other extracurricular activities involving physical activity.

PROMOTION, PLACEMENT, AND RETENTION

Children entering school do so at different academic, social and emotional levels. Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement-any student failing two or more core classes in a semester will be considered for retention
2. potential for success at the next level
3. emotional, physical, and/or social maturity

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 Middle/High School. Students who meet the additional requirements established by the Board may opt to attend Morenci Middle/High School as school of choice. Any student over the age of nineteen at the start of the school year will not be allowed to attend Morenci Middle/High School unless they meet special education requirements or are granted permission by the administration under extenuating circumstances.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class (for a period of one hour), particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal and obtain teacher approval, prior to coming to the school.

SCHEDULE CHANGES

Every effort is made to provide an appropriate schedule for each student; however, should a change be requested, it must be done within the first week of the semester.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. The following rules shall apply:

1. Students under age eighteen must have written parental permission prior to driving to school
2. Students shall complete the Student Vehicle Form and provide evidence of a driver's license, proof of insurance, and vehicle registration.
3. Parking lot speed is to be kept under 10 mph.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the students.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the administration. Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approved by the administration.

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 or call an adult designated on the registration form. Verbal permission to leave must be given from a designated adult to office personnel. An excessive number of early sign-outs may result in reporting to the truancy officer.

STUDENT ASSESSMENT /TESTING

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to take the appropriate state mandated tests. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Students are expected to give their best effort. If students are determined to not giving their best effort the disciplinary Code of Conduct will be followed.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Morenci Area Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation

SUBSTITUTE TEACHERS/GUESTS TO MORENCI MIDDLE/HIGH SCHOOL

Our school is fortunate in having capable people to assist us whenever regular teachers are ill or unable to attend school. A substitute teacher is an important visitor whose impressions of our school will be carried into this and other communities. Let us be certain that these are good impressions by being polite, helpful and considerate. Students who choose to do otherwise and are sent to the office by a substitute will be subject to discipline based on the Code of Conduct.

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.

TECH CENTER

Only juniors and seniors may attend Lenawee Tech Center, unless a student's Individualized Education Plan indicates otherwise. Only seniors may take Co-Op, and they must have completed a course in a related field during their junior year. Both Tech Center and Co-op students must see the counselor for special registration. Students are granted three credits for each Tech Center class. Bussing is provided for the afternoon session only. The following points of emphasis are in effect for all Tech Center students:

1. Tech Center limits the number of days you may miss during a semester before losing the opportunity to earn credit. If loss of credit occurs, students will be expected to continue to attend Tech Center. Failure to do so will result in the student losing full-time status.
2. Students are required to ride the bus to and from Tech Center, unless special permission has been requested 24 hours in advance and approved by the administration. Any student who violates the Bus Code Conduct and is permanently removed from the Tech Center bus may have their Tech Center program terminated. Any student who drives or rides without permission will be subject to administrative discipline procedures.
3. Under special circumstances, students may obtain a permanent driving permit with permission from both Tech Center and the high school. Students with permanent permits may not give rides to other students. Any student giving rides or driving without permission from the high school will be subject to administrative discipline and face possible termination of their Tech Center program.
4. If a student violates the Code of Conduct and is suspended from either Morenci Middle/High School or the Tech Center, both schools will honor that suspension.
5. Tech Center students are not permitted to leave school grounds during lunchtime.
6. Morenci High School will match any disciplinary action that takes place at the Tech Center.

TESTING OUT

Michigan law requires that any high school student be offered the opportunity to "test out" of any course offered by his/her high school. In order to test out, students must exhibit mastery of the course content by attaining a passing grade of 76.5% or better on a comprehensive final assessment. In addition, along with the exam, students may also be required to demonstrate mastery through basic assessments used in the class, which may include but are not limited to a portfolio, research papers, project and/or oral presentation. If the student attains at least 76.5% on the test out assessment, the student will receive credit in the course toward graduation, as well as satisfy core content requirements. For example, testing out of Algebra I would allow the student to move onto Geometry. Once the testing out exam is passed, the student may not receive credit for a lower course in a course sequence. While the students will receive credit for testing out of a course with a 76.5% or higher, a credit will be entered on their transcript, but a grade will not be included in the computation of the grade point average. If the student has already taken the entire course prior to testing out, but did not pass the course, the failing grade will remain on their transcript and average into the grade point average. "Testing Out" is offered in January and June of the school year. Students should discuss the possibilities in advance with the school counselor.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Morenci Area Schools, the parent must notify the building principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the building secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

TRANSFER STUDENTS

Morenci Middle/High School will enforce upon a transfer student any disciplinary action imposed by the previously attended school. Morenci Middle/High School will also transfer credit hours from the previously attended school to fit within the framework of Morenci Middle/High School. For example, if a student who has earned fifty percent of the credit hours required for graduation from his or her previous school will be granted fifty percent of Morenci Middle/High School's required hours for graduation.

SEMESTER FINAL EXAMINATIONS

All students are expected to take a final exam. If a student is absent on the day the final exam is given, they will receive an 'I' (Incomplete) for the course and will be required to make-up the exam upon return from the absence to earn credit for the course. Failure to do this within the time allotted for the absence will result in an 'F' (Failure) for the course. Exams will be taken on the first day the student returns to school since the exams are preannounced. Any student who fails to take, complete, or give an honest effort on an exam may receive a failing grade in the class.

USE OR POSSESSION OF TOBACCO/SYNTHETIC SUBSTANCES (E.G. E-CIGARETTES)

Smoking (of any kind) is prohibited on school property during school hours. When a violation occurs the appropriate law enforcement will be contacted and requested to cite the offender. No possession of tobacco, tobacco alternatives, or any related paraphernalia by students (regardless of age) will be allowed on school property during school hours. Possession also includes the student lockers and vehicles. This also applies to school transportation.

VISITORS

All visitors to Morenci Middle/High School must check into the main office first. Students may not host visitors during school hours. Parents or guardians are always welcome to visit classes. In such cases parents or guardians must check in at the main office.

WITHDRAWAL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

DEFINITIONS OF TERMS

- A. **School Hours** – 7:45 am – 2:50 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. **Dangerous weapon** - means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
- E. **Destructive device** - means (1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.
- E. **Disobedience** – A willful act contrary to school rules and procedures.
- F. **Due Process** – Affording a student recourse to legal rights as a citizen in their defense.
- G. **Expulsion** – Permanent removal of a student from school by Board action.
- H. **Extortion, Coercion and Blackmail** – Actions designed to deprive another by illegal means.
- I. **Firearm** - means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. "Firearm" does not include an antique firearm.
- J. **Inappropriate Display of Affection** – Anything beyond holding hands.
- K. **Insubordination** – Actions that defy direct orders of school personnel when they are acting within guidelines of school policy and procedure.
- L. **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.
- M. **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.
- O. **Tardiness** – Coming to school or class after the designated start time without a valid excuse recognized by school authorities.
- P. **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.
- Q. **Physical Assault** – Intentionally causing or attempting to cause physical harm to another through force or violence.
- R. **Restorative Practice**- means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.
- S. **Willful Destruction** – Any act of damage done intentionally to the property of others.
- T. **Collusion** – No student shall assist or aid in any way another student in violating school rules, regulations or policies.
- U. **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.
- V. **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.

Receipt of Handbook Acknowledgment of Policies 2017-2018

Please sign and return by September 18, 2017
Thank you for your prompt attention to this matter.

Student Name _____ Grade _____

Signature indicates that I have received a copy of the Morenci Middle/High 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