Morenci
Elementary
Student Handbook
2019-2020

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 – 3:30PM

Phone calls received prior to 7:30AM and after 3:30PM will be directed to voicemail. We will strive to respond to all messages in a timely manner. Office personnel are not generally available prior to 7:30AM or after 3:30PM.
ADMINISTRATION AND STAFF

Principal
Shana Love

FACULTY:
Developmental Kindergarten
Brigell Bovee-Vernier
John Craig
Kindergarten
Melannie Vincent
First Grade
Megan Thompson
Emily Stiver
Second Grade
Teresa Barrett
Tatum Penrod
Third Grade
Julie Shoemaker
Angela Stutzman
Fourth Grade
Melissa Elliott
Cassondra Smith
Great Start
Chelsea Enriquez
Jennifer Pummell
Sandy Cox
Reading Specialist & Literacy Coach
Angela Pickett
Special Education
Andi Rorick
Counselor
Robin Micallef
Physical Education
Sandra Clark
Music
Alyssa Larson
STEM
Joe Walsh
Secretary
Tracy Schell

PARA PROFESSIONALS:
Lisa Acuña
Patty Arquette
Sandy Cox
Carrie Joughin
Alisha Sharp
Amanda Easler
Lucie Mansfield
Jen Waltzer
Loran Chapman

TRANSPORTATION DIRECTOR:
Lori Wilson

MAINTENANCE/CUSTODIAL STAFF:
Lori Wilson
## 2019-2020 Elementary School Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28, 2019</td>
<td>Professional Development</td>
<td>8:00 AM – 3:00 PM</td>
</tr>
<tr>
<td>August 29, 2019</td>
<td>Professional Development</td>
<td>8:00 AM – 3:00 PM</td>
</tr>
<tr>
<td></td>
<td>Open House-Elementary School</td>
<td>4:00 – 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>Open House-Middle/High School</td>
<td>5:00 – 6:30 PM</td>
</tr>
<tr>
<td>September 3, 2019</td>
<td>First Day of School</td>
<td>7:55 AM – 3:00 PM</td>
</tr>
<tr>
<td>October 2, 2019</td>
<td>Fall Count Day</td>
<td></td>
</tr>
<tr>
<td>October 3, 2019 AM</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td></td>
<td>Parent Teacher Conferences</td>
<td>12:30 – 4:30 PM</td>
</tr>
<tr>
<td></td>
<td>Parent Teacher Conferences</td>
<td>5:00 – 8:00 PM</td>
</tr>
<tr>
<td>October 4, 2019</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td>November 1, 2019</td>
<td>End of 1st Nine Weeks (44 Days)</td>
<td></td>
</tr>
<tr>
<td>November 7, 2019</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
<td>12:00 – 3:00 PM</td>
</tr>
<tr>
<td>November 27, 2019</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td>Nov. 28-29, 2019</td>
<td>No School-Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>December 4, 2019</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
<td>12:00 – 3:00 PM</td>
</tr>
<tr>
<td>January 6, 2020</td>
<td>School Resumes</td>
<td>7:55 AM – 3:00 PM</td>
</tr>
<tr>
<td>January 17, 2020</td>
<td>End of 2nd Nine Weeks (43 Days)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>End of First Semester (87 Days)</td>
<td></td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>No School –</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
<td>8:00 – 11:30 AM</td>
</tr>
<tr>
<td></td>
<td>Records</td>
<td>12:00 – 3:00 PM</td>
</tr>
<tr>
<td>January 21, 2020</td>
<td>First day of Second Semester</td>
<td></td>
</tr>
<tr>
<td>February 12, 2020</td>
<td>Spring Count Day</td>
<td></td>
</tr>
<tr>
<td>February 14-17, 2020</td>
<td>No School-Mid Winter Break</td>
<td></td>
</tr>
<tr>
<td>February 14, 2020</td>
<td>Professional Development</td>
<td>8:00 AM – 3:00 PM</td>
</tr>
<tr>
<td>April 1, 2020</td>
<td>End of 3rd Nine Weeks (45 Days)</td>
<td></td>
</tr>
<tr>
<td>April 2, 2020</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td></td>
<td>Parent Teacher Conferences</td>
<td>12:30 – 4:30 PM</td>
</tr>
<tr>
<td></td>
<td>Parent Teacher Conferences</td>
<td>5:00 – 8:00 PM</td>
</tr>
<tr>
<td>April 3, 2020</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td>April 6-10, 2020</td>
<td>No School-Spring Break</td>
<td></td>
</tr>
<tr>
<td>April 13, 2020 PM</td>
<td>School Resumes</td>
<td>7:55 AM – 3:00 PM</td>
</tr>
<tr>
<td>May 24, 2020</td>
<td>High School Graduation</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>No School-Memorial Day</td>
<td></td>
</tr>
<tr>
<td>June 5, 2020</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td>June 8, 2020</td>
<td>Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td>June 9, 2020</td>
<td>Last Day of School - Half Day of School</td>
<td>7:55 – 11:30 AM</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Acceptable Use Policy</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Access to Student Records (FERPA)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Administrative Procedure</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Articles Prohibited in School</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Attendance and Tardy Policies</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Bikes at School</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Bullying /Aggressive Behavior Policy</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Bus Conduct</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Bus Request</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Discipline Policy and Code of Conduct</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Dress Code</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Drug Free School</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Equal Education Opportunity</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Health Concerns</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Health Curriculum</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Homebound Services</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Illness/Injury</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Individuals with Disabilities – Section 504</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Limited English Proficiency</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Lunch and Breakfast Guidelines</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Medication</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Messaging System</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Offensive Remarks and Actions</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Parent Involvement Policy</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Photography/Videotaping/Publishing</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Placement Policy Procedure</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Promotion, Placement, and Retention Policy</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Report Cards</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>School Closing</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>School Wide Lockdown Procedure</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>School Visitations</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Sign-Out Procedures</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Specials—Library, Music and Physical Education</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Student Assessment</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Visitors</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>What to do if you have a Problem</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>*Receipt Acknowledgement</td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>
The purpose of this handbook is to inform students and parents/guardians about our school, its offerings, and its operating procedures so that our students can benefit to the fullest extent from their school experiences. The handbook contains useful information about curriculum, student activities and necessary regulations. Students and parents/guardians are expected to review the handbook carefully and clarify any questions with a teacher or the principal. We hope that students will have productive
and happy experiences in school and that each student’s education will provide him or her with the background for success in life and many pleasant memories in the years to come.

Academic Dishonesty

Students who engage in academic dishonesty, which may include, but is not limited to, cheating and plagiarism, may receive a failing grade for the project, test, or unit. The student may also be subject to discipline.

Student Acceptable Use Policy

Morenci Area Schools complies with all privacy and internet safety requirements, including the Children’s Internet Protection Act (CIPA) and other applicable state and federal laws. The District utilizes software and/or hardware to monitor student online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be subject to discipline and loss of technology privileges.

Student use of District technology is a privilege, not a right and is governed by Policy 7540.03 and the applicable acceptable use agreement. A student’s failure to comply with Policy 7540.03 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy when using District technology resources.

Use of District technology resources that is not of educational value, or that is not in line with District guidelines, may result in loss of computer privileges and discipline. Inappropriate use includes, but is not 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 the student’s responsibility to ask a staff member before proceeding. Staff members will educate students on the issues relating to ethics and safety and detail appropriate use.

The consequences for not using District technology resources responsibly are stated in the following progressive discipline policy, which serves as a guideline only. Depending on the severity of the offense, the District may impose more severe consequences for any individual offenses at any time:

1. First Offense-Loss of District technology privileges for at least ten school days. The student may also be subject to discipline, up to and including permanent expulsion from school.
2. Second Offense-Loss of District technology privileges for at least twenty-five school days. The student may also be subject to discipline, up to and including permanent expulsion from school.
3. Third Offense-Termination of District technology privileges for the remainder of the academic year. The student may also be subject to discipline, up to and including permanent expulsion from school.
4. Fourth Offense-Permanent loss of District technology privileges. The student may also be subject to discipline, up to and including permanent expulsion from school.
Access to Student Records

The District maintains student records including directory information and confidential information. Directory information may be provided upon request without the consent of a student’s parent/guardian in a manner consistent with state and federal law. Parents/guardians and eligible students have the right to inspect, review, and challenge the contents of their students’ education records, consistent with Board Policy 8330.

Student personally identifiable information, other than directory information, is protected by the Family Educational Rights and Privacy Act (FERPA) and Michigan Revised School Code Section 1136.

Board Policy 8330 provides additional information about parent/guardian and eligible student access to student records, including opt-out information for parents/guardians and eligible students. Policy 8330 is available on the District’s website.

Attendance

The District 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.

A student should be absent only with parent/guardian knowledge and consent. The parent/guardian must 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.

The District may make a truancy referral when a student accumulates 7 absences (including excused and unexcused) in a semester. After 3 unexcused absences a letter will be sent home notifying the student and their parent/guardian of the attendance issue. After this notice has been mailed, it will be the responsibility of the student and parents/guardians to keep track of further absences. Parents/guardians should contact the school for an updated attendance report. School-imposed suspensions, school-related absences, and absences due to death in the immediate family will not be included in the calculation for truancy referrals.

Students who are not in attendance during the school day may not participate in after-school events and activities.

Excused Absences

The District will record absences that are properly reported by a parent/guardian as “excused absences.” Proper reporting requires that the parent/guardian call the office before the absence occurs or within 48 hours of the beginning of the absence, or that the parent/guardian sends a signed, written note that includes the reason for the student’s absence.
Absences due to attendance at a school-sponsored activity (e.g., field trips, etc.) are excused absences.

The school calendar provides vacation periods throughout the year and when possible, absences should be planned during these times. Absences due to a family vacation may count toward the total number of absences for purposes of truancy reporting. When a parent/guardian or student is aware of an upcoming vacation, the parent/guardian or student 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.

**Unexcused Absences**

Absences that are not properly reported to the office within the timelines listed above will be recorded as "unexcused absences."

**Tardiness**

School begins promptly at 7:55. Students who do not arrive on time may be marked "tardy." A student who arrives after 8:05 may be identified as an unexcused tardy. A student who arrives at 9:10 or later, may be counted absent for the morning. The truancy officer will be notified of excessive tardiness.

**Truancy**

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

**Bikes at School**

Students are allowed to ride their bikes to school with parent/guardian permission, but must place them in the bike rack at the side of the building. Students are responsible for securing their own bikes. The District is not responsible for lost, damaged, or stolen bikes on District property.

**Bullying/Aggressive Behavior and Unlawful Harassment**

**Bullying and Aggressive Behavior**

Consistent with Board Policy 5517.01, the District prohibits bullying and other aggressive behavior toward students. 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.

This prohibition 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.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal. 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.
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 remediying 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.

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

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

**Unlawful Harassment**

Consistent with Board Policy 5517, the District strives to maintain an education environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This prohibition applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The District will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The District will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the District will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

A description of prohibited conduct that may rise to the level of unlawful harassment is included in
Board Policy 5517.

The District’s Anti-Harassment Compliance Officers are:

Michael L. McAran, Superintendent
788 Coomer Street, Morenci, Michigan 49256
517-458-7501
mcaran@morencibulldogs.org

Erica A. Metcalf, Finance Director, Facilities Director
788 Coomer Street, Morenci, Michigan 49256
517-458-7501
emetcalf@morencibulldogs.org

Any student who believes that he or she has been subjected to unlawful harassment may seek resolution of his or her complaint through either the informal or formal procedures described in Board Policy 5517.

**Retaliation and False Reports**

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, aggressive behavior, hazing, or unlawful harassment (as a witness or otherwise), or is the target of bullying, aggressive behavior, hazing, or unlawful harassment 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, aggressive behavior, hazing, or unlawful harassment is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying, aggressive behavior, hazing, or unlawful harassment 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.

**Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, unlawful harassment or aggressive behavior, regardless of whether it fits a particular definition, he or she 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:

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.

“Unlawful Harassment” means any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written or physical nature, based on a person’s membership in a protected class. “Protected class” means race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information.

“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 a 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/guardians, 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 policies prohibiting bullying and unlawful harassment are available in their entirety on the District’s website.*
Bus Conduct

School buses are an extension of the District. Students must comply with the Bus Rules, applicable Board Policies, bus driver rules, and the student Code of Conduct. Student behavior while on District buses is a great concern because it may pose a serious safety risk. A violation of the Bus Rules, Board Policy, bus driver rules, or the student Code of Conduct, including rowdiness, destruction or defacing of property, persistent disobedience or insubordination, and poor behavior, may result in discipline up to and including permanent expulsion from the bus or school. The District may also report misconduct to law enforcement or pursue legal action.

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 the building 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. Students may be asked to walk up to a half mile.
6. Students must obey their bus driver promptly. Drivers are completely in charge of students while they are in transit.
7. Students are not to scuffle, tease, or use inappropriate language while on the bus or at a bus stop.
8. Students must sit promptly upon boarding the bus and may 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.

Video and Audio Recording on School Buses

The Board of Education has installed video cameras that have audio recording capability on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the building principal and transportation director 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 state and federal law.
Bus Request

Due to transportation guidelines, if children who normally do not ride the bus are going with a bus student, prior arrangements will need to be made with the transportation director. Requests from parents/guardians to have children ride a different school bus will be accepted until 12:30 pm on that day (10:00 a.m. on half days). After 12:30 pm (or 10:00 a.m. on half days) we cannot guarantee your request, but will do our best.

Elementary students will be dropped off only when a parent/guardian or sibling 5th grade or older is present. IF YOU WANT YOUR ELEMENTARY STUDENT(S) dropped off without a parent/guardian or sibling present you MUST provide written permission to the Transportation Director, Lori Wilson, by the end of the first week of school.

Discipline

Due Process Rights

When a student is referred to the office for disciplinary reasons, the following student discipline procedures will be followed:

In-School Discipline (not suspension or expulsion)

Students will be given written or oral notice of the charges against him/her and the opportunity to respond prior to the implementation of discipline. There is no appeal process for in-school discipline.

Students subject to short-term suspension (up to and including 10 school days):

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

Students subject to long-term suspension and expulsion (greater than 10 school days):

A student and his/her parent/guardian must be given written notice of the intention to suspend (up to 60 school days) or expel (60 or more school days) and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student’s rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student’s request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01) to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).
Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work missed due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the office beginning the first day of a suspension. Make up of a missed test(s) may be scheduled when the student returns to school.

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. Prohibited items may include, but are not limited to, dangerous weapons, illegal drugs, toy guns, water pistols, laser pointers, lighters and matches, chains, ammunition, and ‘look-alike’ drugs/weapons and any other item which could be used as a weapon. If any prohibited item is brought to school, it will be confiscated and the student will be subject to disciplinary action based on the Code of Conduct, Board Policy, this Handbook, and state and federal law.

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/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.

Code of Conduct

Before suspending or expelling a student, school officials must consider the student’s age, disciplinary history, disability, seriousness of behavior, whether behavior poses a security risk, restorative practices, and whether less intervention would properly address the behavior.

The District strives to provide an atmosphere which is conducive to education in an environment that provides for the welfare and safety of all who attend. The District’s primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, disciplinary action may be warranted.

In all disciplinary matters, the administration will determine whether it is necessary to request intervention from the school psychologist, school social worker, or another qualified individual.

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,
others, or the school environment, 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 obligation to consider a student’s disciplinary history when determining appropriate discipline for an infraction.
- Off-campus student behavior which has a negative impact on the school and/or school program may be subject to discipline.
- As in society, ignorance of the rules is no excuse for non-enforcement.
- Administrators may invoke restorative practices at any time.

- The progressive discipline range listed below may be modified in a particular situation if the misconduct is egregious or previous discipline or interventions have not curbed the behavior.
- The conduct below may have additional athletic or extracurricular consequences.

### Code of Conduct

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>PROGRESSIVE DISCIPLINE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Failure to comply with a request, including dress code violations</td>
<td>Warning, up to 3 day suspension/Teacher may remove student from class, subject, or activity for up to one day</td>
</tr>
<tr>
<td>2) Rude, abusive, vulgar, inappropriate behavior, or language</td>
<td>Warning, up to 3 day suspension/Teacher may remove student from class, subject, or activity for up to one day</td>
</tr>
<tr>
<td>3) Classroom disruption</td>
<td>Warning, up to 3 day suspension/Teacher may remove student from class, subject, or activity for up to one day</td>
</tr>
<tr>
<td>4) Falsification of records, notes, statements</td>
<td>Warning, up to 5 day suspension</td>
</tr>
<tr>
<td>5) Leaving building/class without permission: skipping, tardiness</td>
<td>Warning, up to 5 day suspension</td>
</tr>
<tr>
<td>6) Possession of articles prohibited in school</td>
<td>Warning, up to 3 day suspension</td>
</tr>
<tr>
<td>7) Defacing property, vandalism</td>
<td>Warning/Restitution/Detention/Up to permanent expulsion</td>
</tr>
<tr>
<td>8) Inappropriate use of technology, possession of electronic devices</td>
<td>Warning, up to permanent expulsion, in addition to the consequences outlined in our Acceptable Use Policy</td>
</tr>
<tr>
<td>9) Theft</td>
<td>Warning, up to 3 day suspension</td>
</tr>
<tr>
<td>10) Theft by use of threat, force, or extortion</td>
<td>Warning, up to permanent expulsion</td>
</tr>
<tr>
<td>11) Possession/use of fireworks</td>
<td>Warning, up to permanent expulsion</td>
</tr>
<tr>
<td>12) Setting off false fire alarms</td>
<td>Warning, up to permanent expulsion</td>
</tr>
<tr>
<td>13) Bullying, threats, intimidation, inappropriate physical contact, harassment, fighting</td>
<td>Warning, up to permanent expulsion</td>
</tr>
<tr>
<td>14) Possession/Use/Distribution and Sale of tobacco, tobacco products, or electronic nicotine delivery systems</td>
<td>3 day suspension, notification to law enforcement officials</td>
</tr>
<tr>
<td>15) Possession/Use/Distribution and Sale of alcoholic beverages: including any beverages with alcoholic content. Student may be asked</td>
<td>1st offense: Mandatory screening, up to 5 day suspension</td>
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<tr>
<td></td>
<td>2nd offense: Mandatory screening, up to 10 day suspension</td>
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<tr>
<td><strong>Behavior</strong></td>
<td><strong>Disciplinary Action</strong></td>
</tr>
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<tr>
<td>to take a breath-alcohol test. Refusal to submit a test may result in disciplinary action.</td>
<td>3rd offense: Expulsion</td>
</tr>
<tr>
<td>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.</td>
<td>Warning, up to permanent expulsion</td>
</tr>
<tr>
<td>17) Possession of weapons, look-alike weapons, or an object which may be used to cause or threaten harm to others</td>
<td>Warning, up to permanent expulsion</td>
</tr>
<tr>
<td>18) Possession of a firearm in a weapon free school zone.</td>
<td>Permanent expulsion from all public schools in Michigan</td>
</tr>
<tr>
<td>19) Possession of a dangerous weapon (&quot;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&quot;) defined by State law</td>
<td>Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.</td>
</tr>
<tr>
<td>20) Threat directed at a school employee, volunteer, or contractor (&quot;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&quot;)</td>
<td>Warning, up to permanent expulsion</td>
</tr>
<tr>
<td>21) Bomb threat or similar threat directed at a school building or other school property or school event</td>
<td>Suspension up to permanent expulsion</td>
</tr>
<tr>
<td>22) Physical assault of a student (&quot;intentionally causing or attempting to cause physical harm to another through force or violence&quot;)</td>
<td>Suspension up to permanent expulsion</td>
</tr>
<tr>
<td>23) Physical assault of a school employee, volunteer, or contractor</td>
<td>Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.</td>
</tr>
<tr>
<td>24) Arson in a school building or on school grounds (including busses, dugouts, garages, etc)</td>
<td>Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.</td>
</tr>
<tr>
<td>25) Criminal sexual conduct on campus or against another student</td>
<td>Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.</td>
</tr>
</tbody>
</table>

**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 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 (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. Prohibited dress 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.
- flip flops, open-toed shoes.
- the wearing or carrying of outdoor garments to class except by permission of school staff
- book bags and backpacks 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
- clothing that allows all or some portion of undergarments to be exposed
- jewelry, buttons, other forms of ornamentation, or clothing that create distracting noises, incite violence, are slanderous or libelous, obscene, suggest obscenity or call for an illegal act
- tank tops with less than two inch straps, 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 (shorts/skirt must be no more than 5 inches above the knee)
- 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 are not allowed to attend school or activities sponsored by the school while under the influence of drugs or alcohol, nor shall students be permitted to possess or consume 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 the use of harmful substances will be disciplined the same as for illicit drugs.
Electronic Devices

Students are not permitted to use cell phone in any manner during the school day. If parents/guardians feel it is necessary for students to carry cell phones to school, students must keep the phones in their backpacks and turned off until the end of the school day. Students who do not comply with this rule will have their cell phone confiscated and the phone will not be returned until the student’s parent/guardian comes to the school for a meeting with the ___________. Improper cell phone use may also subject the student to discipline consistent with the Code of Conduct.

Enrollment

In general, State law requires students to enroll in the school district in which their legal parent or guardian resides unless the student is enrolled under the District’s schools of choice program or is otherwise legally permitted to enroll.

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

A. birth certificate or similar document
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency
D. proof of immunizations

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

Students enrolling from another school must have an official transcript from their previous school. 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.

A student who has been suspended or expelled by another public school in Michigan may be 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 another state and the period of expulsion or removal has not expired, may be 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 may 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. When required by state law, the student may be required to first request reinstatement from suspending or expelling school district, even if the student does not intend to re-enroll.
Equal Education Opportunity

It is the policy of the District to provide an equal education opportunity for all students. Any person who believes that he or she has been discriminated against on the basis of race, color, disability, religion, gender, sex, age, military status, ancestry, genetic information, 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 Board Policies 2260 and 5517. 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

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

Students, however, must earn the opportunity to participate. Any student who has been excluded from bus riding privileges will not be allowed to participate in a field trip.

Chaperones are arranged 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/guardians attending field trips who are driving separately cannot bring younger siblings. Unauthorized parents/guardians or other adults are not allowed to meet the classes at the field trip destination.

For the safety of our students, all parents/guardians are required to complete a “Criminal Background” form available in the elementary office. Only parents/guardians 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 from the County Health Department, filed with the Elementary School office. For more information, see www.michigan.gov/immunize
Lice

Students identified during school hours to have an active case of head lice may return to class but are restricted from activities involving close head-to-head contact or sharing personal items. IMMEDIATE REMOVAL OF THE CHILD IS UNNECESSARY. The school will notify the parent/guardian. A copy of the “Quick Guide for Managing Head Lice” will be sent home along with a Head Lice Identified on Child Notification.

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

Parents/guardians 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/guardian to the principal.

Homebound or Hospitalized Services

Homebound services are available when required. In most cases, the services are implemented by the student’s IEP Team. If you believe your child requires homebound or hospitalized services due to illness or injury, please contact the building principal.

Illness/Injury

The Morenci Elementary School is aware that accidents will happen to students while attending school. All accidents must be reported to the office immediately. It has always been the policy to provide the best immediate care possible and to notify parents/guardians 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 Medication section. If it is necessary for a student to take any form of medication at school, please see the Medication section of the handbook and Board Policy 5330 for all appropriate procedures.

Individuals with Disabilities

State and federal law requires the District to ensure that no student will be discriminated against on the basis of a disability. Students with disabilities may also be entitled to an individualized education program (IEP) or Section 504 Plan. Parents/guardians who believe their child may have a disability 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. 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/guardians should contact the principal to inquire about evaluation procedures and programs offered by the District.

Lunch and Breakfast Information and Guidelines

Breakfast is available for students each morning.

Students have 35 minutes for lunch and recess each day. A hot lunch will be available daily.

For information about free and reduced meals, please refer to Free/Reduced lunch letter information in fall packets or contact the office.

**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 boxes which are located at each end of the building. Students on the free and reduced program who pack their lunch may still be required to 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

Medication administration in the school setting is intended to promote wellness and decrease absenteeism and to remove a barrier to learning. When there is a need for a student to receive mediation in schools, sage and proper administration is essential. Board Policies 5330, 5330.1, and 5331 provide detailed information on the District’s medication administration policies and are available on the District’s website.

This medication policy and the medication authorization/parental consent form are available to parents/guardians and to local physicians, dentists, and health care providers at least annually in the school’s handbook, by posting on the school’s website or notifying parents/guardians and physicians where a copy can be obtained.
Definitions

Medication Administration: The Michigan Department of Education, in interpreting Section 380.1178 of the School code, defines medication administration “as maintaining and providing medication to students in the school setting.”

Medication: includes both prescription and non-prescription medications taken by mouth, taken by inhaler, are injectable (i.e. auto-inject epinephrine, insulin, and glucagon), rectal installation, applied as drops to eye or nose, or applied to the skin.

Prescription Medication

1. Authorization to Administer Medication – All prescription medication to be given in school must be ordered by a licensed healthcare provider authorized to prescribe medication. In Michigan, an authorized prescriber is a licensed dentist, a licensed doctor of medicine, a licensed doctor of podiatric medicine and surgery, or a licensed optometrist. Nurse practitioners and physician assistants can prescribe under delegation of MD or DO. An approved medication administration/authorization form must be used and must contain the following information:

   - Date of order
   - Name of student
   - Diagnosis
   - Name of medication to be administered
   - Dosage
   - Time of administration
   - Route of administration
   - Duration of medication order
   - Possible side effects
   - Special requirements such as “take with food”
   - Whether or not medication may be self-administered

The approved medication administration/authorization form must be signed by the authorized prescriber and the parent/guardian. A printed name stamp is not acceptable. A written parent/guardian authorization must accompany each medication order. An order will be renewed annually (or more often as necessary) even if the order is for an “as needed” medication. The authorization will be filed in the student’s school health record.

Faxed medication orders for the administration of medication may be accepted when submitted on a written, approved authorization form and signed by an authorized prescriber. The parent/guardian should sign the form within 5 days.

2. Parental Consent – Written parent/guardian consent and request to administer medication is required for each medication ordered and for each new order (even if the medication was previously given in school). Parent/guardian consent is required as part of the authorization and is required before medications will be administered.
Parent/guardian consent forms should be filed in the student’s school health record. Prescription and medication supply renewal is the responsibility of the parent/guardian.

3. **Self-Administration of Medication**
   - A plan should be developed for students who self-administer. A physician must authorize self-administration of medication. The plan shall address how to keep a record of administrations.
   - The student’s parent/guardian must provide written permission and request to the school to allow students to self-possess and self-administer medication.
   - The parental or guardian request/permission and physician's instructions should be renewed annually, or more often, if necessary.
   - All medication should be kept in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration. This language also pertains to refills.
   - A student who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the student's physician and parent/guardian.
   - A student who is in possession of an inhaler or other medications approved for self-carry under the above conditions shall have each teacher notified of this by the building administrator/or designee.

4. **Over the Counter Medication** – Administration of OTC medication must be conducted in accordance with the guidelines for prescription medication.

**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 email address changes during the school year that you notify our office immediately.
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/Guardians**

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/guardians 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 the back of the building before or after school. Parents/guardians may park in the side lot or on the street.

Photographing/Videotaping/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/guardians wishing to exclude their children from photographing, videotaping, and/or publishing should contact the elementary school office to make the request. Parents/guardians who have opted out of allowing the disclosure of directory information have also opted out of allowing the District to publish their student’s image.

The District may use surveillance cameras with video and audio recording capability in select areas where there is no reasonable expectation of privacy to augment the overall safety of students.

Promotion, Retention, and Placement Policy

A grade level professional team will use the following criteria to make a recommendation to the building principal as to the promotion or retention of each child. The composition of each team will include the principal, the sending and receiving teachers of the grade level being placed, the reading specialist, and others as deemed appropriate and appointed by the principal. The District may consult parents/guardians on elementary promotion and retention. The District has final authority over whether a student will be promoted or retained.

Promotion to the next grade is based on the following criteria:
1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity
4. Third Grade Reading Law requirements

The building principal, using the recommendations of the teams, will make a final determination on the promotion or retention of each student in accordance with the established criteria and the unique needs of the child and/or the District. The District will consider parent/guardian requests that a student be placed in a specific classroom or learning environment, but the District retains final authority in determining classroom and learning environment placement.

Report Cards

A report card is an evaluative tool used to inform the student and parent/guardian of educational progress. You will receive a report card every 9 weeks. Kindergarten through grade 3 uses a proficiency model.

Our grading scale for 4th grade is as follows:

- 90-100=A
- 80-89=B
- 70-79=C
- 60-69=D
- 59-0=F
Parent-teacher conferences are held twice a year. Conferences are designed to give teachers and parents/guardians an opportunity to discuss and plan for the positive educational success of children. All parents/guardians are encouraged to attend conferences.

**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 during the school day, 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-Wide Lock Down Procedures**

A minimum of three drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12.

A drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The drill shall be conducted in coordination with the local emergency management coordinator, the county sheriff or the chief of police or fire chief for the municipality where the school is located, or the designee of the sheriff, chief or police, or fire chief and consistently with applicable Federal, State, and local emergency operations plans.

**School Visitation**

All visitors to Morenci Elementary School must immediately check into the main office.

Parents/guardians who wish to visit/volunteer in a classroom 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/guardians must sign in at the office prior to going to the classroom. Also, a criminal background check is required for adults volunteering, attending parties, chaperoning field trips, and working with students. Adults 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/guardian and the parent/guardian must report to the office at the scheduled time to pick up the student. An excessive number of early sign-outs may result in reporting to the truancy officer.
Specials

Music
Students will participate in at least two sessions of music class per week. They will receive recorder instruction in the 4th grade.

STEM (Science, Technology, Engineering and Math)
Students will participate in STEM classes weekly. Students will have the opportunity to expand their knowledge of how math and science are integrated. They will exhibit their knowledge by creating hands-on projects.

Physical Education
Students will participate in at least two sessions of physical education per week. Grade level skills in PE will be taught. Students are to wear appropriate shoes and clothing on PE days. The PE teacher reserves the right to exclude a child from an activity in which inappropriate footwear is worn.

Student Assessment
All Kindergarten students will be assessed using the KRA (Kindergarten Readiness Assessment) as required by the state, one time per year.

All Students DK-4 are benchmark assessed using Fountas and Pinnell Benchmark assessment three times each year.

Students in K-1 are progress monitored using Dibels.

Students in grades 2-4 will participate in NWEA formative assessments three times each year to monitor student progress and determine instructional needs for each student. Students in grades 3-4 will participate in the Statewide M-step assessment beginning, April 11-May 27. Additional information about assessments will be sent home prior to each occurrence.

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.
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.morencibulldogs.org  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 a 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  Shana Love  slove@morencibulldogs.org
   Transportation Supervisor  Lori Wilson  (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. 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 McAran  mcaran@morencibulldogs.org
   Board Office  (517) 458 - 7501

4. If your concern is still not resolved, contact the Board President.

   School board members are elected to represent the interest of parents/guardians 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, determined by a majority vote of the Board, at meetings open to the public. The Board’s primary responsibility is to make policies that guide the school district.

Please sign and return by September 9, 2019. Please be advised that students are bound by the terms of this Student Handbook even if the signature page is not returned.

Thank you for your prompt attention to this matter.

Student Name: ___________________________________________ Grade: ________

Signatures indicate that we have received a copy of the Morenci Elementary School Student Handbook, or have reviewed online. We have shared this information with our child and understand that questions regarding any information in the Student Handbook should be posed to an appropriate school employee.

____________________________________  __________________________________
Parent/Legal Guardian signature(s)          Date

____________________________________  __________________________________
Student signature                        Date