

Morenci Middle/High School Student Handbook 2023-2024

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: 7:30 AM – 4:00 PM

Phone calls received prior to 7:30 AM and after 3:30 PM will be directed to voicemail. We will strive to respond to all messages in a timely manner. Office personnel are generally not available prior to 7:30 AM or after 4:00 PM.



ADMINISTRATION AND STAFF

| | |
|-------------------|------------------------------|
| Principal | Jonathan Miller |
| Dean of Students | Jediah Hall |
| Athletic Director | Kristine Walker |
| Secretaries | Darci Lemmon Tracy Schell |

FACULTY:

| | |
|-----------------------|---|
| Counselor | Sarah Wilkins |
| Social Worker | Lisa Arnett |
| Art Department | Philip Grime Haleigh Price |
| English Language Arts | Doug Rupp Theresa Stowell Heather Walker TBD |
| Mathematics | Katie Colegrove Ashley Joughin Stefan Wilkinson Natalie Zuvers |
| Math Intervention | Christine Grondin |
| Music | William Murray |
| Physical Education | Elliot Schneider Kristine Walker |
| Science | Jonathan Boesger Grace Gierucki Sienna Whaley |
| Social Studies | Katie Colegrove Charles Moore Matthew Phillips |
| Special Education | Molly McDowell Michelle Reinke Caryn Shaner Hannah Wilson |
| World Language | Andrea Berry |

FOOD SERVICE DIRECTOR:

Cathy Clark

MAINTENANCE/CUSTODIAL STAFF:

Brandy Crowell
Jaycee Heilner
Kelsey Pike
Nick Wilson

SOCIAL MEDIA/COMMUNICATIONS:

Andrea Marken

TECHNOLOGY COORDINATOR:

Ashley Britt

TRANSPORTATION DIRECTOR:

Lori Wilson



Morenci Middle/High School 2023-2024 Calendar

** Dates are subject to change.*

AUGUST

- | | | |
|----|---------------------------------|-----------------------|
| 23 | Professional Development | 8:00 a.m. - 3:00 p.m. |
| | Open House - Elementary | 4:30 p.m. - 5:30 p.m. |
| | Open House - Middle/High School | 5:00 p.m. - 6:00 p.m. |
| 24 | Professional Development | 8:00 a.m. - 3:00 p.m. |
| 28 | First Day of School - Students | |

SEPTEMBER

- | | | |
|----|---|--|
| 1 | No School | |
| | School of Choice Ends - 1st Semester | |
| 4 | No School - Labor Day | |
| 12 | LCHD Hearing & Vision Testing for 7th & 9th Grade | |
| 15 | Homecoming | |
| 29 | Half Day of School - Teacher Professional Development | |

OCTOBER

- | | | |
|----|---|---------------------------------|
| 3 | School Picture Day | |
| 3 | Lenawee County Marching Band Showcase | 4:30 p.m. |
| | Siena Heights University Football Stadium | |
| 4 | Fall Count Day | |
| 19 | Half Day of School | |
| | Parent Teacher Conferences | 1:00-4:00 p.m. & 5:00-8:00 p.m. |
| 20 | Half Day of School - Teacher Professional Development | |
| 27 | End of Marking Period 1 | |
| 27 | Red Cross Blood Drive - HS Gymnasium | 8:00 a.m. - 3:00 p.m. |

NOVEMBER

- | | | |
|----|---|--|
| 3 | Report Cards posted to IC Parent Portal | |
| 8 | School Picture Retake Day | |
| 22 | Half Day of School | |
| 23 | No School - Thanksgiving Recess | |
| 24 | No School - Thanksgiving Recess | |

DECEMBER

- | | | |
|-------|---|-----------|
| 7 | 6-12th Winter Band Concert - HS Gymnasium | 7:00 p.m. |
| 21-31 | No School - Winter Break | |

JANUARY

- | | | |
|-----|--|--|
| 1-2 | No School - Winter Break | |
| 3 | Classes Resume | |
| 12 | End of Marking Period 2/1st Semester | |
| 15 | No School - Teacher Professional Development | |
| 19 | Report Cards posted to IC Parent Portal | |
| 26 | Winter Homecoming | |
| 27 | Winterfest Dance | |

FEBRUARY

- 14 Spring Count Day
- 16 No School- Mid-Winter Break
- 19 No School - Mid-Winter Break
- 21 Music Boosters Spaghetti Dinner - MS/HS Cafeteria 5:00 p.m.
- 21 Pre-Festival Band Concert - HS Gymnasium 7:00 p.m.

MARCH

- 7 Half Day of School
- Parent Teacher Conferences 1:00-4:00 p.m. & 5:00-8:00 p.m.
- 8 Half Day of School
- 15 End of Marking Period 3
- 21 Half Day of School
- 21 Report Cards posted to IC Parent Portal
- 22-31 No School - Spring Break

APRIL

- 1 Classes Resume
- 4 Red Cross Blood Drive - HS Gymnasium 8:00 a.m. - 3:00 p.m.
- 26 Half Day of School - Teacher Professional Development
- 27 Prom 8:00 p.m. - 11:00 p.m.

MAY

- 7 Spring Band Awards Banquet 5:00 p.m. Dinner, 5:30 p.m. Awards
- 7 SpringBand Concert 7:00 p.m.
- 9 Middle School Honors Night 5:00 p.m.
- 9 High School Honors Night 6:00 p.m.
- 9 NHS Induction - Senior Mantles 7:00 p.m.
- 13-15 Senior Exams
- 15 Seniors Last Day at Tech Center
- 16 Seniors Last Day - This I Believe Presentation
- 19 Baccalaureate Ceremony 2:00 p.m.
- 19 Graduation Commencement 4:00 p.m.
- 24 Half Day of School - Teacher Professional Development
- 27 No School - Memorial Day
- 28-31 ECHO Term

JUNE

- 3-5 ECHO Term
 - 4 Half Day of School -
 - 5 Half Day of School - LAST DAY, End Marking Period 4, Semester 2
 - 14 Report Cards posted to IC Parent Portal
-



MORENCI AREA SCHOOLS

District Communications Guide

Morenci Area Schools values the feedback we receive from students, parents and community members as we strive to maintain a positive educational experience for all students. Please share your questions, concerns, ideas and praises.

Where to start: Most questions and concerns can be addressed by contacting the classroom teacher or building administrator. The chart below lists the contact levels for common district departments. Start by contacting the first individual on the list, then move down the list if your concern is not resolved.

Instruction and Curriculum

Classroom Teacher

- Building Principal
- Superintendent
- Board of Education

Student Discipline

Classroom Teacher

- Building Principal
- Superintendent
- Board of Education

Facilities, Technology, Food Service

Building Principal

- Department Director
- Superintendent
- Board of Education

Transportation

Transportation Supervisor

- Building Principal
- Superintendent
- Board of Education

Bulldog Athletics

Coach

- Athletic Director
- Building Principal
- Superintendent
- Board of Education

Personnel and Staffing

Person with whom the concern originated

- Individual's Supervisor
- Human Resource Director
- Superintendent
- Board of Education

All Other Concerns

Classroom Teacher

- Building Principal
- Superintendent
- Board of Education



Questions may be directed to the main office at each building, or the Board Office at 517-458-7501.

Morenci Area Schools
Jennifer Ellis, Superintendent

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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 of 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, counselor, or the principal. We hope 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.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

ACADEMIC DISHONESTY

Students who engage in academic dishonesty, which may include, but is not limited to, cheating, plagiarism, unauthorized collaboration, unauthorized use of Artificial Intelligence (AI), and other forms of academic dishonesty may receive a failing grade for the project, test, or unit. The student may also be subject to discipline.

Student Use of Artificial Intelligence (AI)

Artificial Intelligence (commonly referred to as AI) uses technologies to perform tasks and produce information that would historically require human intelligence. Although AI has the potential to improve work product and decision-making, while also realizing certain efficiencies in work, AI also poses ethical, privacy, safety, and equity risks.

Morenci Area Schools believes strongly that original authorship and work is an important facet of the educational experience and individual growth. While AI is a tool that may be helpful in certain circumstances, over- and/or inappropriate use has the potential to limit student demonstration of their own knowledge and abilities, which is an essential part of the educational program.

Unless expressly authorized by the educational program teacher, the use of AI by students is prohibited. AI generated work is not original to the student author and will, unless such has been properly authorized, be considered academic dishonesty. Students using AI when such is not expressly allowed will be disciplined in accordance with the student code of conduct and/or classroom rules.

AI use which has been expressly authorized by a student's teacher should be properly cited and/or credit should be given to AI tools whenever used.

ACCEPTABLE USE POLICY FOR STUDENTS

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 the school district's 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 that 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:

- 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.
- 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.
- 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.
- Fourth Offense-Permanent loss of District technology privileges. The student may also be subject to discipline, up to and including permanent expulsion from school.

****If the student's internet/computer privileges are revoked, the District will ensure that the student is still able to access the necessary curriculum for academic purposes.*

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. Access to student records, other than directory information, is protected by the Family Educational Rights and Privacy Act (FERPA) and Michigan Revised School Code Section 1136. 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.

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.

ARMED FORCES RECRUITERS

The District will allow recruiting representatives of services academies and the armed forces of the United States the same access to student directory information as is provided to other entities offering educational or employment opportunities. If a parent/guardian or student who has reached the age of majority submits a signed, written statement requesting that their directory information not be disclosed to recruiters, then the District will honor that request.

ATTENDANCE AND TARDY POLICIES

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

Goal

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

Absences

All absences must be communicated to the school office by the parent or guardian on the day of. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Counted absences may be combined with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be counted as one. Assignments will be allowed to be made up with the rule of one day per absence.

All counted absences will be handled in the following manner per semester:

Step 1: After five (5) counted absences a letter will be mailed home to notify the parent or a phone call will be made to the parent.

Step 2: After nine (9) absences, the school administrator will determine if an Attendance Improvement Meeting with the students and parents is appropriate. The reasons for the absences will be taken into account when determining the need for a meeting. The goal of the meeting will be to address the root cause of the absences, offer academic support, alternative education if appropriate, and attendance expectations to include an attendance agreement. Interventions will include, but are not limited to, mental health screening, problem solving, tutoring, outside agency referral, and mentoring. The results of the Attendance Improvement Plan will be sent to the LISD truancy officers and the Lenawee County Prosecutor for review and follow up.

Step 3: The LISD truancy officers will follow up with the family and ensure that they are following the attendance agreement. If the agreement is not being met, a formal referral will be sent to the Lenawee County Prosecutor's office.

ATTENDANCE REQUIREMENT FOR COURSE COMPLETION - All semester courses at MHS require a minimum of eighty days of attendance by each student to be considered for credit. There are 90 scheduled school days per semester, only ten absences in any class per semester are allowed, regardless of the classification of the absence. On the eleventh recorded absence in any class, the student will be assigned to a Saturday School and/or assignment recovery after school and for every subsequent absence over ten (10). Students may serve a maximum of three (3) Saturday Schools per semester. However, students with extenuating circumstances accompanying their absences may appeal the loss of credit within 3 days of the notifications of the parents/guardians. The Request for Appeal must be filed with the principal within 3 days of the notification to parents. Properly verified medical excuses including dates and times of appointments will be considered "not counted" if received within 48 hours of the student's return to school.

Teachers will require student participation or attendance as a portion of the student's grade, and a student's grade may be reduced based on failure to meet a particular teacher's participation or attendance requirement. Attendance incentives for exam exemption may be offered as well.

Excused Absences

The District will record absences that are properly reported by a parent/guardian. 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 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 classwork prior to the absence and to complete/turn-in classwork in an appropriate period. Parents/students are encouraged to obtain and complete the pre-arranged absence form 5 days from the expected date of absence.

Tardiness

To promote qualities of punctuality, reliability, and dependability, tardiness is unacceptable. To deter tardiness, after three tardies in the same class period during a semester, the three tardies will be calculated as an unexcused absence and cannot be appealed. Students arriving more than 10 minutes late to class will be marked absent for that class period.

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 may also be subject to discipline based on the Code of Conduct.

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. Exceptions may be made for a pre-arranged doctor or dental appointments other extenuating circumstances must be brought to the principal to determine eligibility for extra-curricular activities. Friday attendance does not affect Saturday events.

On-line students are not eligible for athletics.

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. The rules in this Handbook apply while students are attending school events, even if those events take place off of District property. 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

Consistent with Board Policy 5517.01,

(Available at: <https://go.boarddocs.com/mi/moren/Board.nsf/Public?open&id=policies#>), 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 Principal or Dean of Students. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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.

Please see Policy 5517.01 for more information on reporting and investigating bullying.

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, applicable Board policies, bus driver rules, and 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

- Drivers have the same authority as a classroom teacher.
- Students must be at the designated stop and ready to board at the scheduled time.
- Students may only board or leave the bus at their designated stop unless they obtain permission from their building principal.
- 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.
- Bus stops will be limited to four per mile if possible. Middle school students may be asked to walk up to a half-mile and high school students may be asked to walk up to one mile.
- Students must obey their bus driver promptly. Drivers are completely in charge of students while they are in transit.
- Students are not to scuffle, tease, or use inappropriate language while on the bus or at a stop.
- Students must sit promptly upon boarding the bus and may not change seats without driver permission.
- The driver may assign seats.
- Silence is required at all railroad crossings.
- Keep hands and feet in the bus and out of the aisle.
- Classroom conduct is required. You may quietly talk to your seatmate.
- 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.
- Any objects too large to be held on your lap cannot be brought on the bus.
- Glass items are not allowed on the bus.
- Windows are to be lowered only with permission of the driver and put up when requested by the driver.
- All Tech Center students are required to ride the bus to and from the Tech Center unless the principal grants special permission. 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.

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 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 Requests

Due to transportation guidelines, if students who normally do not ride the bus are going to with a bus student or ride a different bus, prior arrangements will need to be made with the transportation director. Requests from parents/guardians will be accepted until 12:30 p.m. on that day. The District's ability to accommodate a particular request depends on the bus capacity on any given day. The District cannot exceed capacity requirements and will deny bus requests that would result in a bus overload or would otherwise be unsafe. Riding to significant others house not permitted.

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 nor 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 into the teacher upon his/her return to school. Assignments may be obtained from the office beginning the first day of a suspension. The makeup 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 is 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-a-like' 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 responsibility for 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, the 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

| OFFENSE | PROGRESSIVE DISCIPLINE RANGE |
|---|---|
| 1) Failure to comply with a request, including dress code violation | Warning, up to 3-day suspension/Teacher may remove a student from class, subject, or activity for up to one day |
| 2) Rude, abusive, vulgar, inappropriate behavior, or language | Warning, up to 3-day suspension/Teacher may remove a student from class, subject, or activity for up to one day |
| 3) Classroom disruption | Warning, up to 3-day suspension/Teacher may remove a student from class, subject, or activity for 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 permanent expulsion |
| 8) Inappropriate use of technology, cyberbullying (emailing, videotaping, and posting of inappropriate events or comments, etc.) | Warning, up to permanent expulsion, 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 | Warning, up to permanent expulsion |
| 11) Possession/use of fireworks or another destructive device | Warning, up to permanent expulsion |
| 12) Setting off false fire alarms | Warning, up to permanent expulsion |
| 13) Bullying, threats, intimidation, inappropriate physical contact, harassment, fighting | Warning, up to permanent expulsion |
| 14) Possession/Use/Distribution and Sale of tobacco, tobacco products, e-cigarettes, vapes, 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. A student may be asked to take a breath-alcohol 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 a controlled substance or other substance prohibited by law, including but not limited to: marijuana, illegal pills, narcotics, look-alike drugs, and drug paraphernalia. | Warning, up to permanent expulsion. |
| 17) Possession of weapon, look-alike weapon, or an object which may be used to cause or threaten harm to others | Warning, up to permanent expulsion, |
| 18) Possession of a firearm in a weapon-free school zone. | Permanent expulsion from all public schools in Michigan. |
| 19) Possession of a dangerous weapon ("firearm, dirk, dagger, stiletto, a 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 | Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law. |
| 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") | Warning, up to permanent expulsion. |
| 21) Bomb threat or similar threat directed at a school building or other school property | Suspension up to permanent expulsion. |

| | |
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| 22)Physical assault of a student (“intentionally causing or attempting to cause physical harm to another through force or violence”) | Suspension up to permanent expulsion. |
| 23)Physical assault of school employee, volunteer, or contractor | Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law. |
| 24) Arson in a school building or on school grounds (including busses, dugouts, garages, etc.) | Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law. |
| 25)Criminal sexual conduct | Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law. |
| 26)Driving students off-campus, reckless driving in the parking lot | Warning, up to 3-day suspension/revocation of driving privileges/notification to law enforcement officials |
| 27)Driving/riding to Tech Center without a permit | 1-day suspension |

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; however, concerns of modesty may be addressed at any school-related event (see Code of Conduct for specific violation consequences). Any gross deviations from normal student dress (ie. No midriffs, spaghetti straps – straps must be 2” wide, and shorts fingertip length hands at side, etc.) 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). Should a suitable change of clothing not be readily available, the student will remain in the office until an appropriate change of dress can be arranged. Appropriate attire may be required for concerts, NHS awards, and graduation.

DRILLS AND EMERGENCY PROCEDURES

The school complies with all the fire safety laws and conducts 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 the safe, prompt and orderly evacuation of the building.

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

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year.

DRUG-FREE SCHOOL

The unlawful possession and/or use of 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 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 drugs. Additionally, students that have the strong odor of prohibited substances are subject to being sent home, and/or law enforcement contact. Athletes may be subject to alcohol/drug testing.

The District prohibits the possession or use of any products containing cannabidiol (commonly referred to as CBD) on District property at any time. Any products containing CBD will be confiscated and students who possess CBD-containing products may be disciplined. This prohibition applies regardless of the other ingredients in the CBD-containing product.

PROHIBIT USE OF CANNABIDIOL (CBD) PER BOARD POLICY # 5624

“The Board prohibits the use or administration of any products containing Cannabidiol (commonly referred to as CBD) on District property. The Superintendent or designee will consider exceptions to this Policy.”

DUAL ENROLLMENT

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

- Have successfully achieved a qualifying score in each subject area on a readiness assessment of the Michigan merit examination
- Desire to take a course not able to be scheduled at Morenci Middle/High School
- Meet individual college requirements

EDUCATIONAL DEVELOPMENT PLAN (EDP)

Beginning in 6th grade, students complete activities that relate to career awareness and exploration. Through a web-based program called Xello, 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

Certain rights transfer to student when they turn 18. While students that are eighteen years of age or older have additional rights in the school setting, they must still comply with school rules, regulations, or policies.

ELECTRONIC DEVICES (PER BOARD POLICY # 5136)

Students may use personal communication devices (PCDs) before and after school, during their lunch break, during after school activities (e.g., extra-curricular activities), and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio)

and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

ENROLLING STUDENTS

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

New students under the age of eighteen (18) must be enrolled by their parent or guardian. When enrolling, parents/guardians 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/guardians 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/guardian when enrolling. When residing with a parent/guardian, these students are encouraged to include the parents/guardians in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both students and parent/guardian.

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 the suspending or expelling school district, even if the student does not intend to re-enroll there.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the district to provide an equal education opportunity for all students. Any person who believes 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.

Jennifer Ellis, Superintendent (517) 458-7501

Complaints will be investigated in accordance with the procedures as described in the Board Policies 2260 and 5517. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Morenci Area School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

The District's Title IX Coordinator(s) is/are:

Superintendent

517-458-7501

788 E. Coomer Street Morenci, MI 49256

jennifer.ellis@morencibulldogs.org

Finance Director

517-458-7501

788 E. Coomer Street Morenci, MI 49256

emetcalf@morencibulldogs.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.morencibulldogs.org. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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 parent/guardian consent. The administration may decide a student cannot attend a field trip based on behavior.

FULL-TIME STATUS

All public 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. Failure to maintain full-time enrollment may result in the withdrawal of the student for the remainder of the year.

GRADUATION RECOGNITION

Senior Scholars – SAT + GPA (75% of score comes from GPA and 25% from SAT score after these scores are converted to a common percentage scale, the overall score needs to be 90% or higher) 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. Students who were previously home-schooled or attended a non-accredited-school must earn at least twelve (12) credits while attending Morenci Area High School to be considered for Valedictorian, Salutatorian, or top ten (10) honors.

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

*On-line students are not eligible for graduation awards.

GRADUATION REQUIREMENTS

The Michigan Merit Curriculum mandated by state law outlines the following graduation requirements for all students: A total of twenty-two (22) credits are necessary to graduate.

- English – 4 units
- Mathematics – 4 units (Must include 1 unit each of Algebra I, Geometry, Algebra II, and math or math-related course taken during the senior year)
- Science – 3 units (Must include 1 unit each of Biology, Chemistry or Physics, and an additional science course)
- Physical Education/Health – $\frac{1}{2}$ unit each of Physical Education(see Physical Education Classes for alternative options) and Health
- Social Studies – 3 units ($\frac{1}{2}$ unit each of American Government and Economics, 1 unit each of US History & Geography and World History & Geography)
- World Languages –2 units of the same world language will be required
- 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 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 guardian or the student (if the student is at least age eighteen (18) or is an emancipated minor), the District shall develop a personal curriculum for the student if deemed appropriate. For further details, please contact the counseling office.

HEALTH CONCERNS

Facial Coverings

The District may, in accordance with state or federal guidance or mandates, or local or state health department guidance or mandates, require facial coverings. Administration will notify students and parents if facial coverings are required and any rules related to facial coverings. Failure to comply with facial covering rules may result in discipline.

Control of casual contact communicable diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health and safety of the group are 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. 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 ensure 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/guardians 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 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.

Immunizations

Michigan schools are required to assess and report the immunization status of all 7th-grade students, as well as new school entrants. All seventh 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 do 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. Students identified during school hours as having 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.

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. School districts, public school academies, and non-public schools must provide instruction in Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) to pupils per Section 1170A of Public Act 388 of 2016.

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.

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, Honors Algebra 2, Honors Chemistry, Honors English 11, Honors English 12, , Pre-Calculus, Principles of Engineering, and Principles of Engineering II.

The following courses have been selected as Advance Course Classes: English 9, Advance English 10, Advance Geometry, Advance Algebra I.

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 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 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 and Board Policy 5330 for all appropriate procedures.

INDIVIDUALS WITH DISABILITIES

State and federal law require the **district** to ensure that no student will be discriminated against on the basis of 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 school counselor to inquire about evaluation procedures and programs offered by the District.

LOCKER/DESK/VEHICLE/ETC. SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student or personal effects (e.g., purse, book bag, athletic bag) under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of the District; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school officials for any reason at any time without notice, without student consent, and without a search warrant. The District may authorize the use of drug-sniffing dogs to effectuate a search, as permitted by law.

A student's failure to permit searches and seizures as provided in Board Policy 5771 will be considered grounds for disciplinary action. A student's personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities for ultimate disposition.

LUNCH DETENTION

Students can be assigned lunch or after school detentions for missing work, disruptive classroom behavior, and tardy issues.

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.

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

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 medication 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.

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 the 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 the 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 the student 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 Infinite Campus 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.

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.

ONLINE/BLENDED LEARNING CLASSES

The District shall provide eligible students the option of participating in online 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 per class. 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/guardians 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

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 Middle or High 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 that make audio and video recordings in select areas where students do not have a reasonable expectation of privacy 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.

All students in grade 6-12 are expected to change into appropriate clothing and shoes for physical education class.

MCL 380.1278a allows the District to approve a 1/2 credit for Physical Education for approved participation in athletics or other extracurricular activities involving physical activity.

PROMOTION, PLACEMENT, AND RETENTION

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 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. The current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

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 is placed in a specific classroom or class, but the District retains final authority in determining classroom placement.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents/guardians 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). Any parent/guardian 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/guardians 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 may 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/guardians and approved by the administration. Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents/guardians of passenger students and approved by the administration.

SIGN IN/OUT PROCEDURES

Appointments should be scheduled after school if possible, as it is important for students to attend for the entire school day. However, if it is necessary for a student to leave early or arrive late during the school day, s/he must present a note from a parent/guardian or call an adult designated on the registration form. Verbal permission to leave must be given from a designated adult to office personnel. All students must report first to the MS/HS office before leaving the building or reporting to class (if arriving late).

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/guardian 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.

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:

- Tech Center limits the number of days you may miss during a semester before losing the opportunity to earn credit. If the 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.
- Students are required to ride the bus to and from Tech Center unless special permission has been requested in advance and approved by the administration. Only allowable reasons for driving to Tech are working in Adrian area after school, doctor appointments, or a request of the Tech Center. Proof of these exceptions will be expected to be provided. (Examples of evidence may be a doctor note, confirmation from the Tech Center teacher, a work schedule, etc.) Code Conduct may be permanently removed from the Tech Center bus may have their Tech Center program terminated and are subject to the disciplinary action.
- 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.
- Tech Center students are not permitted to leave school grounds during lunchtime.

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 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 averaged 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

If a student plans to transfer from Morenci Area Schools, the parent/guardian must notify the building principal. The 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. Parents/guardians are encouraged to contact the building secretary for specific details.

School officials, when transferring student records, are required to transfer 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 has required hours for graduation.

SEMESTER CUMULATIVE GRADE / FINAL EXAMINATIONS

Semester cumulative grades are taken by averaging quarter grades with each quarter receiving 50% of the final semester grade.

All students are expected to take final exams at the end of each quarter. 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.

VISITORS

All visitors to Morenci Middle/High School must immediately check into the main office. Students may not host visitors during school hours. Parents or guardians may visit classes, but visitations must be arranged with the building principal in advance. 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/guardians.

**Receipt of Handbook
Acknowledgment of Policies 2023-2024**

Please sign and return by September 8, 2023. 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 Middle/High 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