

Morenci Elementary 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.

Morenci Elementary School Vision Statement

One Team, One Town, One Family...

Nurturing and promoting growth of **Respectful, Responsible, and Resilient** leaders.

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 Kristine Fink

Secretary Eileen Moore
Kristal VanZile

FACULTY:

Developmental Kindergarten Brigell Bovee-Vernier

Kindergarten Alexandria Smith
Krista Stutzman

First Grade Angela Stutzman
Winter Sevey

Second Grade Tatum Penrod
Holly Hutchison

Third Grade Holly Hutchison
Kenadee Marry

Fourth Grade Melissa Elliott
Jennifer Rohde

Fifth Grade Peggy Decker
Jennifer Pummell

Great Start Raquel Ybarra

PBIS Interventionist John Craig

Reading Specialist & Literacy Coach Emily Stiver

Counselor TBD

Music Mitchell Lindsey

Physical Education TBD

Special Education Andi Rorick

STEM Rachel Siefert

PARAPROFESSIONALS:

Lisa Acuña	Alicia Sharp
Sandy Cox	Robyn Taylor
Amanda Easler	Brittani Townsend
JayceE Heilner	Jennifer Waltzer
Lucie Mansfield	Cassandra Williams
Tabby Murray	Rossana Wright

FOOD SERVICE DIRECTOR Cathy Clark

MAINTENANCE/CUSTODIAL STAFF: Becky Mock
Lori Wilson

SOCIAL MEDIA/COMMUNICATIONS: Andrea Marken

TECHNOLOGY COORDINATOR: Ashley Britt

TRANSPORTATION DIRECTOR: Lori Wilson



Morenci Elementary School 2023-2024 Calendar

** Dates are subject to change.*

AUGUST

23	Professional Development	8:00 a.m. - 3:00 p.m.
23	Open House - Elementary	4:30 p.m. - 5:30 p.m.
23	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
1	School of Choice Ends - 1st Semester
4	No School - Labor Day
5-8	NWEA Testing
11-20	Acadience Testing
11-15	Homecoming Spirit Week
15	Grandparents Breakfast
18	4th Grade Capitol Field Trip
19-22	5th Grade Camp at Camp Michindoh
29	Half Day of School - Teacher Professional Development

OCTOBER

3	School Picture Day	
4	Fall Count Day	
4	Walk & Roll to School Day	7:15 a.m. - 7:45 a.m.
16-20	Book Fair	
19	Half Day of School	
19	ParentTeacher 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	

NOVEMBER

2	Report Cards posted to IC Parent Portal
8	School Picture Retake Day
10	Veterans Breakfast
22	Half Day of School
23	No School - Thanksgiving Recess
24	No School - Thanksgiving Recess

DECEMBER

4-8	PTO Santa Shop
9	PTO Breakfast with Santa
18-20	Holiday Spirit Wear Days
21-31	No School - Winter Break

JANUARY

- 1-2 No School - Winter Break
- 3 Classes Resume
- 8-17 Acadience Testing
- 12 End of Marking Period 2/1st Semester
- 15 No School - Teacher Professional Development
- 19 Report Cards posted to IC Parent Portal
- 18-26 NWEA Testing
- 22-26 Homecoming Spirit Week

FEBRUARY

- 2 Mobile Dentist
- 7 Global Play at School Day
- 14 Spring Count Day
- 16 No School- Mid-Winter Break
- 19 No School - Mid-Winter Break

MARCH

- 1 Bagels & Books
- 1 PTO Read-A-Thon Begins
- 4-8 Book Fair (tentative)
- 7 Half Day of School
- 7 Parent Teacher Conferences 1:00-4:00 p.m. & 5:00-8:00 p.m.
- 7 STEAM Showcase 1:00-4:00 p.m. & 5:00-8:00 p.m.
- 8 Half Day of School
- 13 Family Reading Night
- 15 End of Third Marking Period
- 21 Half Day of School
- 21 Report Cards posted to IC Parent Portal
- 22-31 No School - Spring Break

APRIL

- 1 Classes Resume
- 10 - 17 M-Step Testing Window
- 11 Kindergarten Roundup
- 26 Half Day of School - Teacher Professional Development

MAY

- 6-15 Acadience Testing
- 16-24 NWEA Testing
- 22 Field Day
- 24 Half Day of School - Teacher Professional Development
- 27 No School - Memorial Day
- 30 5th Grade Graduation 1:00 p.m. - HS Cafeteria
- 31 Kindergarten Graduation 1:00 p.m. - HS Cafeteria

JUNE

- 4 Half Day of School -
- 5 Half Day of School - LAST DAY
- 7 Report Cards posted to IC Parent Portal

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DAILY SCHEDULE

2023-2024

7:30	Students may enter the building
7:40	Teachers Report
7:45	Students may enter classrooms: Teacher supervised
7:45	Classes begin, students tardy if not in room
2:55	DK- 5 th grade dismissed

LUNCH/RECESS TIMES

	Recess Time	Lunch Ends
DK	10:30	11:15
K	10:40	11:25
1st	11:10	11:55
2nd	11:20	12:05
3rd	11:30	12:15
4th	11:0	11:45
5th	10:50	11:35

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

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.

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

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.

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

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.

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 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.

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 AND 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 assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. 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, 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. Glass items are not allowed on the bus.
16. Windows are to be lowered only with permission of the driver and put up when requested by the driver.

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). 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.**

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 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 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 students age, disciplinary history, disability, seriousness of behavior, whether behavior poses a security risk, restorative practices, and whether less intervention would properly address the behavior.

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 violations	Warning, up to 3 day suspension/Teacher may remove 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 student from class, subject, or activity for up to one day
3) Classroom disruption	Warning, up to 3 day suspension/Teacher may remove 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, possession of electronic devices	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	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, or electronic nicotine delivery systems	3 day suspension, notification to law enforcement officials
15) Possession/Use/Distribution and Sale of alcoholic beverages: including any beverages with alcoholic content. 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 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 weapons, look-alike weapons, 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, 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	Warning, up to permanent expulsion

expected to induce in another person(s) an apprehension of danger or bodily injury or harm”)	
21) Bomb threat or similar threat directed at a school building or other school property or school event	Suspension up to permanent expulsion
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 a 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 on campus or against another student	Permanent expulsion from all public schools in Michigan, subject to consideration of mitigating factors required by law.

*****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.

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.”

ELECTRONIC DEVICES

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

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.

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.

Jennifer Ellis, 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 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

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 at the beginning of the field trip on a form that will cover all field trips for that school year. 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 not be permitted return to class until they are treated and may be restricted from activities involving close head-to-head contact or sharing personal items. The school will notify the parent/guardian and request a pickup. 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.

Lunch Guidelines

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 medication in schools, safe 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.

- 2. 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.
- 3. 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.

4. 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.

5. 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.

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. Classes may also be recorded by the District for educational purposes. 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, except as specifically required by state law.

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. DK through grade 2 uses a competency-based model.

Our grading scale for 3rd – 5th 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:

WQTE-FM (95.3) Adrian

WLEN-FM (103.9) Adrian

LOCAL TELEVISION STATIONS

INFINITE CAMPUS 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.

If you are waiting to pick up your child at the end of the school day, please wait outside the building or in your vehicle. For building security and to avoid congestion in the hallway, parents and guardians waiting to pick up children at the end of the school day will be asked not to enter the building. A teacher from each grade level will walk all pickup students to the front door and dismiss him or her to the respective parent or guardian.

SPECIALS

Music

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

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.

STEAM (Science, Technology, Engineering, Art, 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.

STUDENT ASSESSMENT

All Students DK – 5 are benchmark assessed using Acadience assessment three times each year in Reading and Math.

Students in grades K – 5 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 - 5 will participate in the Statewide M-step assessment beginning, April 18 - May 3.

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.



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 <ul style="list-style-type: none">• Building Principal• Superintendent• Board of Education	 Student Discipline Classroom Teacher <ul style="list-style-type: none">• Building Principal• Superintendent• Board of Education	 Facilities, Technology, Food Service Building Principal <ul style="list-style-type: none">• Department Director• Superintendent• Board of Education	 Transportation Transportation Supervisor <ul style="list-style-type: none">• Building Principal• Superintendent• Board of Education
 Bulldog Athletics Coach <ul style="list-style-type: none">• Athletic Director• Building Principal• Superintendent• Board of Education	 Personnel and Staffing Person with whom the concern originated <ul style="list-style-type: none">• Individual's Supervisor• Human Resource Director• Superintendent• Board of Education	 All Other Concerns Classroom Teacher <ul style="list-style-type: none">• 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

**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 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