

MORRICE JR/SR HIGH SCHOOL PARENT/STUDENT HANDBOOK

2018 - 2019



PARENT/STUDENT HANDBOOK

The rules, policies, and procedures contained in this handbook apply to any Morrice or visiting student who is on school premises, on a school-sponsored activity or event, or whose conduct at any time or place directly affects the operations, discipline, or general welfare of the school.

The rules, policies, and procedures contained in this handbook have been approved by action of the Morrice Area Schools Board of Education.

MORRICE AREA SCHOOLS BOARD OF EDUCATION

A list of current school board members may be obtained by contacting the Superintendent's office at 517-625-3142.

It is the policy of Morrice Area Schools that no person shall, on the basis of race, color, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment.

WELCOME

Welcome to Morrice Area Schools. The administration, faculty, and support staff extend a warm welcome to all students. We hope the information presented in this handbook will help you and your parents become better acquainted with general regulations, procedures, and practices that have been established for the well-being of all who are here.

Working together with pride and respect, every student is standing at the doorway of opportunity. The degree to which you succeed will depend on you. As with most other things, what you gain from school will be a direct result of what you are willing to invest in terms of time and effort. We wish you good luck and much success. May these be the best years of your life!

BUILDING MISSION STATEMENT

The Morrice Secondary staff recognizes that each student is unique, possessing the ability to learn and achieve in a positive environment. We accept the responsibility to provide all students the opportunity to develop their affective, cognitive and physical abilities so they can attain their maximum educational potential and become productive, responsible citizens.

DISTRICT MISSION STATEMENT

The mission of Morrice Area Schools is to prepare responsible, educated citizens for service and success.

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Chapter 1 - Introductory Information

1.10 Student Expectations, Rights and Responsibilities

Morrice Oriole Students Are Expected To...

c**O**urage
dete**R**mined
respons**I**bility
c**O**mmunication
loya**L**ty
r**E**spect
leader**S**hip

- Demonstrate their **COURAGE** through the success of a rigorous curriculum, the volunteerism of various academic and social clubs and organizations, as well as a variety of sports.
- Be **DETERMINED** and encouraged to demonstrate their best abilities not only within the classroom, but within their community.
- Have the **RESPONSIBILITY** to maintain academic integrity and uphold their abilities both academically and socially.
- Maintain excellent **COMMUNICATION** between peers, teachers, administrators, families, and the community; for this is the key behind true student success.
- Express **LOYALTY** that exhibits academic excellence, friendships, as well as school and community relationships.
- **RESPECT** themselves, peers, as well as the opinions and possessions of others.
- Have a sense of **LEADERSHIP** that can have the ability to influence one's abilities and goals, as well as helping others succeed both academically and socially.

***Note: These terms were developed by the Morrice Junior-Senior High Students during the Community Service and Leadership Character Day during the 2010-2011 academic year.*

A. Student Rights

1. Students have the right to be free from emotional, physical and verbal abuse.
2. Students have the right to quality education with life-like application and opportunities to enjoy learning free from distraction.
3. Students have the right to be treated with respect by staff and peers.
4. Students have the right to be listened to; therefore, their opinions (when appropriate) will be given serious consideration.
5. Students have the right to learn without interference from their peers.
6. Students have the right to a safe environment free from concern for their personal property.

B. Student Responsibilities

1. **Participate** -Students have the responsibility to participate fully in the educational programs and services of the District. They should achieve academically, by paying attention in classes, completing homework, and interacting constructively with staff and other students.
2. **Behavior** - Students have the responsibility to avoid any behavior that is detrimental to their own or other students' achievement of educational goals. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials, be on time for classes, dress appropriately, and encourage a climate where learning is cherished.
3. **Respect for Teachers and Staff** - Students have the responsibility to show respect for the knowledge and authority of teachers and staff members. Students must obey directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.
4. **Respect for Other Students** - Students have the responsibility to show respect and concern for fellow students.

Orioles S.O.A. R.

Be **S**afe

Take **O**wnership

Allow Learning

Show **R**espect

1.20 Songs, Nickname, Colors

Alma Mater

Morrice High, our Alma Mater Strong and clear above
Stands the name of our dear Morrice
The school that we all love.

Year by year we feel nearer To our dear Morrice High
And our hearts grow sad and weary As graduation's night.
Your orange and black will win you Fame and praise too.
As we fight to win our battles, We pledge our faith to you.
We shall forever practice Our spirit of loyalty
As we go marching forward Into our society.

Fight Song

Fight for old Morrice	Fight for old Morrice
Morrice must win	Morrice must win
Fight to the finish	Fight to the finish
Never give in.	Never give in
Morrice High, fight!	Morrice High, fight, fight, fight

You do your best, team	You do your best, team
We'll do the rest team	We'll do the rest, team
Fight for old Morrice High, Old Morrice.	Fight for a victory. Fight!

School Nickname: Orioles

School Colors: Black and Orange

1.30 School Day (Subject to the School Calendar)

The school day at Morrice Junior/Senior High School begins at 7:50 a.m. The front doors are opened at 7:15 a.m. and students may enter. The school day ends at 2:45 p.m. Students should leave the building by 3:15 p.m. unless they have valid reasons for remaining in the building. Please see "Building Use and Security" for more detailed information. The school phone number is 625-3143, prompt 2.

CLASS SCHEDULE

Lunch A	(10:35 to 11:04)	Lunch B	(11:26 to 11:59)
1 st hour	7:50 - 8:41	1 st hour	7:50 - 8:41
2 nd hour	8:45 - 9:36	2 nd hour	8:45 - 9:36
3 rd hour	9:40 - 10:31	3 rd hour	9:40 - 10:31
Lunch	10:35 - 11:04	4 th hour	10:35 - 11:26
4 th hour	11:08 - 11:59	Lunch	11:26 - 11:59
5 th hour	12:03 - 12:54	5 th hour	12:03 - 12:54
6 th hour	12:58 - 1:49	6 th hour	12:58 - 1:49
7 th hour	1:53 - 2:45	7 th hour	1:53 - 2:45

Half Day Schedule

Parent/Teacher Conferences

1st hour 7:50 – 8:34
2nd hour 8:38 – 9:22
3rd hour 9:26 – 10:10
4th hour 10:14 – 11:00

End of Semester

1st hour 7:45 – 8:51
2nd hour 8:55 – 9:55
3rd hour 9:59 – 11:00

1.40 General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board of Education's comprehensive policy manual is available for public inspection through the District's Central Office: 111 East Mason St., Morrice, MI 48857

The Board of Education governs the school district, and is elected by the community. Current members are:

Mr. Randy Farrow, President
Mr. Roy Munro, Vice-President
Mr. Joe Grigas, Secretary
Mr. Kris Hammond, Treasurer
Mr. Jerry Dennis, Trustee
Mr. Glen Gutting, Trustee
Mrs. Barbara Wyzga, Trustee

The Board of Education has hired the following administrative staff to operate the school:

Mr. Mike Dewey, Superintendent
Mr. Tom Ureche, Principal

1.50 Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. At 7:50 a.m. all doors will be locked and entry into the building will require use of the building security system. Visitors should identify themselves at the door and inform office personnel of their reason for being at school. At times, the building secretary may be involved in necessary district functions that remove her from the office. Please wait patiently until you have been cleared to enter the building.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors are required to proceed immediately to their location in a quiet manner and will be required to wear a guest tag. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

1.60 Equal Opportunity/Nondiscrimination Statement

Morrice Area Schools does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or any other statutorily protected category (collectively, "Protected Classes") in its educational programs or activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Superintendent
Morrice Area Schools
111 E. Mason St
Morrice, MI 48857
(517) 625-3142

The School District's complaint procedure may be obtained from Central Office. For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

1.70 Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.80 School Volunteers

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and follow the guidelines of 1.50 Visitors.

1.90 Non-School Event Advertising

All advertisements/flyers for non-school activities must be approved by the building principal before it is posted or distributed in school. All requests should be made through the Jr/Sr High office and must have educational or school relevance.

1.100 Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio (WUGN, WITL and WFMK) or television station (WILX, WJRT, WLNS, and WNEM) to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. A School Reach instant alert will be sent to all primary phone numbers listed on your student's emergency contact. Please make sure all numbers are up-to-date.

For your student's safety, make certain they know ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

1.110 Video and Audio Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. It is not policy to share video with students; in some circumstances it may be appropriate to share video with parents. Please make request to the Jr/Sr High School office.

1.120 Accommodating Individuals with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

1.130 Student Fundraising

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. Please make all requests as early as possible to prevent the overlapping of fundraising events with other organizations. Requests may be denied based on appropriateness and timing.

Chapter 2 - Attendance, Promotion, Graduation, and Awards

2.10 Attendance

Michigan law requires that whoever has custody or control of any student between ages 6 and 18 (unless the student has already completed high school graduation requirements) shall assure that the student attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a student who is at least age 16 has provided to school officials a written notice that the student has the permission of the parent/legal guardian to stop attending school.
2. The student is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to students of corresponding age and grade.
3. The student is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the student's residence, this subdivision does not apply.
4. The student is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
5. The student is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
6. The student is being educated at the student's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

2.20 Student Absences

Regular attendance of pupils in the classroom enhances the continuity of the instructional process. An absence occurs when a student misses more than 15 minutes of a class period. There are two types of absences: excused (within 48 hours) and unexcused. The Morrice School Board has enacted a policy that stipulates a student must be in attendance 90% of the time in a given semester. Please see [2.70 Make-Up Time](#) for guidance.

A School Reach instant alert phone call will be sent home for any Tardy or Unexcused absence. All excused absences must be verified by parent or guardian within 48 hours of absence by phone (517) 625-3143 or by a note.

Excused Absences: include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, pre-arranged absences or other reason as approved by the principal. Students are not permitted to attend any after school activity/practice the day of an excused absence without principal approval.

Unexcused Absences All other absences are considered unexcused. The school may require documentation explaining the reason for the student's absence. Students are not permitted to attend any after school activity/practices the day of an unexcused absence.

Leaving School Before the End of the Day

If a student needs to leave the building during school hours due to illness or appointment, the parents or guardians must contact the office to give permission and excuse the student. Identification may be required to pick students up before the end of the day. Classes missed as a result of not following this policy will be considered as unexcused absences and will be handled as a violation of the school code of conduct as skipping or closed campus violation (6.50 Student Discipline). Students 18 and over must also sign out through the principal's office with parent's permission.

2.30 Pre-arranged Absences

For all pre-arranged absences the student must follow this procedure:

1. Pick up a prearranged absence form in the office or the district website.
2. **Have the top part of the form filled out and signed by parent or guardian.**
3. Have the form signed by the teacher of each class that will be missed and acquire all homework and study assignments. Every attempt should be made to complete work prior to the absence.
4. Have the completed form signed by the high school principal or his designee.

2.40 Release Time for Religious Instruction/ Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

2.50 College Visitation

A senior will be allowed up to 3 college visits during the school year. These visits will be considered school-related and will not count as an absence. Visits must be prearranged (2.30 Pre-arranged absences) at least one day in advance of the visit and must be verified upon completion to qualify as a school-related absence.

2.60 Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. **The student is responsible for obtaining assignments from his/her teachers.** If a student loses an assignment they may request another assignment from their teacher. Teachers are not required to give students replacement assignments more than two times. Students who are unexcused from school will not be allowed to make up missed work.

2.70 Make-Up Time

When a student misses a class or classes for the 5th time, a letter will be sent to the parents and a conference may be requested. Parents will again be notified by mail upon the 9th absence by the secretary.

Students who have accumulated 9 or more or more absences and not achieved a 78% or better on the final exam in a class must make up class time to receive credit for the semester. Tardies will count towards absence totals with three tardies equaling one absence.

In order to schedule a makeup session, a student may make arrangements with the principal or his designee or with a teacher to serve the class time missed on an hour per hour basis except for Saturday detentions which would equal 8 hours made up for a 4 hour detention. Arrangements should be made as soon as the tenth and any subsequent absences have occurred. Make-up time must be completed within a period of four weeks after the end of the semester. This can be extended with principal approval.

2.80 Truancy

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

2.90 Tardies

Students are expected to be in class and ready to receive instruction when the bell rings. Students are to be prepared for class and having to leave the class to retrieve items for preparedness will result in a tardy. If students are late because they were detained by school personnel, **they must have a pass.** Parents will be notified by the School Reach Alert system when a student is tardy to class. Three tardies will be counted as one absence and will fall under the guidelines in 2.70 Make-Up Time. Unexcused tardies will be handled by the office in the following manner for the **total** accumulated tardies during a 9 week period.

1. Warning - parent contact
2. Lunch detention –parent contact
3. 30 minute detention (parent contact)
4. 60 minute detention (parent contact)
5. Office referral and 60 minute (before or) after school detention

6. 2 Hour Saturday detention

7. Seven or more tardies will result in a 4 Hour Saturday Detention for each one over seven.

2.100 Grading Procedures

The grading system for grades seven through twelve is based on the following grading scale:

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	I	NC
Percentage	100+	94-100	90-93	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	0-59		
Points	4.0	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0

All courses will be based on a 4.0 scale except Advanced Placement (AP) classes. Students who pass the course will receive a weighted grade point (5.0 scale) for the course when determining GPA. For example, an “A” would be worth a 5.00, an “A-“ would be worth 4.67, etc. A grade of “F” will remain a grade of “F” (0.0).

A teacher may give an incomplete grade (I) if work has not been completed in a marking period. If a student received an "I", the "I" must be removed and a letter grade added within two weeks of return to school or the "I" will be changed to an "F." It is the responsibility of the student to contact the teacher regarding make-up work. In extenuating circumstances the principal may make extensions.

How a class grade is calculated is determined by teacher preference. Teachers use either a weighted scale or a total point scale. Semester grades will be based on the student’s two quarter grades and then the semester exam. Typically the breakdown is 40% quarter A, 40% quarter B, 20% semester exam (40/40/20). Please see the teacher’s syllabus for what style they use for the class.

Weighted vs. Points Scale

Different teachers may use different methods of calculating students’ final grades. The two most frequently used methods are either an average of Total Points or a Weighted Average.

In the Total Points method, every assignment a student is assigned is given a point value, and the student earns a number of these points for each assignment. At the end of the term, a student’s grade is determined by the percentage of total points that student has earned out of the total number of points possible.

In the Weighted Average method, each different type of assignment is “weighted” to make up a certain portion of the student’s final grade. For example, if a teacher weights tests at 80% and homework at 20%, then out of a total score of 100, tests would make up 80% of the grade. If a student under this weighting system earned a

perfect score on every homework assignment but had a test average of 75%, his/her final grade would be an 80% (60 from Tests and 20 from homework).

$$\begin{array}{l} \text{Tests} \\ (75\% \times 80) \end{array} + \begin{array}{l} \text{Homework} \\ (100\% \times 20) \end{array} = 80\% \text{ weighted course grade}$$

Students should refer to the class syllabus from each of their class to determine the method by which each class's final grade is calculated. For further questions, please contact your teacher.

2.110 Report Cards and Progress Reports

Students will receive report cards approximately every nine weeks (terms). However, the only grades that will appear on the permanent transcripts are the ones earned at the end of each semester (a semester equals two terms). Students/parents will receive a Credit Review at the end of their Junior (11th grade) year and mid-Senior (12th grade) year to keep parents and students informed of progress toward graduation.

Every effort will be made by the teaching staff to contact parents when students are failing. This may be done by phone, email or mail. PowerSchool Parent Portal is available for parents and students to check grades online at any time. Checking PowerSchool and contacting teachers will help prevent probable failures, a decline in performance, students not working up to his/her ability, and excessive absences or tardies. Students who do not receive a failure warning may still fail a class if work is insufficient or inferior. For questions regarding grades, please contact the classroom teacher.

2.120 Final Exams and Cumulative Exams

All students in grades seven through twelve will take cumulative assessments at the end of each semester. Nine week cumulative exams are suggested, but are a teacher option based on the needs of the students, specific course and the teacher assigned. In some cases it may be necessary to give two nine-week exams that equal one semester exam. Semester exams may contain projects, laboratory experiments, papers, or any other assessment deemed necessary to assess the student's knowledge of the course curriculum. Semester exams may also be broken into multiple days when applicable. A semester exam will not be worth more than 20% of a student's calculated semester grade.

Taking cumulative exams is an important process in preparing students for their future educational plans. No exam exemptions will be allowed for students in grades 7-10. Exam exemptions will only be for second semester for juniors and seniors based on the following requirements which will be determined the day of the semester exam:

1. An 87% average in marking period grades;
2. Has been absent from class no more than two (2) times in the semester (school sponsored activities are not counted in the absences). Both In-School Suspension

(ISS) and Out-of-School Suspension (OSS) days count as absences for exam exemption purposes.

3. Has not accumulated more than two (2) tardies in that class.
4. Students that are exempt from exams must complete the final exam review. Preparing for final exams is a necessary skill for college or university courses.
5. If a student meets the criteria for semester exam exemption, they must have their parent / guardian sign a pre-arranged absence form.
6. Students meet the requirements listed above will still be required to take exams for classes that they are in attendance for during exam days. If the student gives best effort on these exams they will not count against the grade and will only be counted if it helps the student overall grade.

2.130 Grade Classification and Promotion/Retention

The minimum units of academic credit for grade classifications are listed below. Grade classification for each student will be determined at the beginning of the school year and remain in effect throughout that school year.

9th - 0 to 5.9 units of credit

10th – 6.0 to 11.9 units of credit

11th - 12.0 to 17.9 units of credit

12th – 18.0 or more units of credit

Students transferring to MHS from another district or who have been homeschooled may be required to provide a syllabus for all courses for which they wish to earn credit so that comparisons can be made with MHS courses. If no syllabus is available, or if a given course appears to be radically different from a high school level course, the affected student will be given the opportunity to take the final exam(s). The student must earn the same grades as those expected of MHS students exercising the “testing-out” policy.

Middle School Promotion

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. For 7th and 8th grade students, the correct grade placement is crucial in their academic, social, and emotional development. In making placement decisions, school personnel will consider many factors which contribute to or hinder a student’s long-term success and achievement in school. The factors and data listed below will be considered as input for retention or promotion:

1. School records and grades
2. Standardized test scores
3. Reading / Math level
4. Teacher observation
5. Consultants

Because parental support is so important to student success, both educators and parents will collaborate in placement decisions. Students and parents have access to weekly grade updates via PowerSchool which is a web-based grading program. Students and parents are encouraged to check grades, assignments, and upcoming events on this portal. Every effort will be made to intervene as soon as possible to prevent grade retention. These interventions may include:

1. Having students complete late homework, quizzes, tests, as early as the end of 1st quarter
2. Pay for and take credit recovery units to assist in passing current classes
3. Pay for and attend summer school classes
4. Pay for and attend a credit recovery, or online class to earn credit

7th and 8th grade students in danger of grade retention will be evaluated by a committee of student, parents, administration, consultants and teachers. An intervention plan will be formulated by the committee. Students failing to complete the plan are subject to retention.

2.140 Class Ranking

Class ranking will be determined after the first semester of the senior year. Students whose names are published as being an honor graduate or are considered for other school-based academic honors must have attended MHS for the last four consecutive semesters and are classified as a diploma bound student. A staff committee selected by the principal will review special circumstances. Students designated as being an honor graduate must have at least a 3.5 cumulative grade point average. Cumulative GPA must be above a 3.5 through the second semester to be recognized at awards/commencement ceremonies.

2.150 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Homework should be viewed as the practice that prepares the student for assessment. As assessments become more of the final grade it is important that students make every attempt to complete assigned homework. When students struggle the first strategy that will be looked at is homework completion.

2.160 Class Participation

Students are expected to participate in all class activities. Failure to participate and abide by reasonable expectations will be considered insubordination, and will be processed according to the student code of conduct. Students and parents will receive immediate notification if a student fails to participate in class.

Failure to participate in PE courses on a sports practice day will result in ineligibility to practice. If a student fails to participate on a game day, parents will receive immediate notification and the violation will result in ineligibility for the next competition. Consistent non-participation may result in ineligibility for further participation in the activity (includes all extra-curricular activities).

2.170 Student Scheduling

Students will use a web-based program to register in early spring and choose their classes for the following year. During this time the counselor, teachers and principal will be available by phone, email, or in person to help students make course selections. As soon as the Master Schedule is complete, individual schedules will be entered into PowerSchool and will be available for viewing. In late summer a

designated day and time will be allotted for each grade level to come into school and review and make changes to their schedules. All schedule changes will be completed within the first two weeks of school. After two weeks, all schedule changes will be made based on the fulfillment of graduation requirements.

A “Curriculum Guide” will be made available for students to help in the scheduling process. This curriculum guide contains valuable information on who can take what course and when they can enroll. The scheduling process and development of the Master Schedule is a difficult process with many inputs. Every effort will be made to keep students in the standard progression of course sequence.

Retaking a Course

Students who did not receive credit for a class may retake the course for credit. Students may not retake a course, which they have received credit, with the intent of raising their GPA or filling their schedule.

Middle School Students Taking High School Classes

Middle school students may take high school courses with the approval of the parent, counselor **and** principal. A middle school student who passes a high school course will not earn a credit toward graduation, but will receive credit toward the fulfillment of subject area for the MMC and course sequence requirements.

2.180 Dual Enrollment

The Michigan State Department of Education has established the Postsecondary Options Act of 1996 to enable high school students to “participate in programs offered by a state university, community college, or independent nonprofit degree-granting college or university that is located in this state” while also enrolled in their high school program. The following rules are effective July 1, 2012.

Dual enrollment classes take the place of regularly offered classes and can only equal the number of classes offered during the school day. A total of 10 courses can be taken during the four years of high school as follows:

9th grade	10th grade	11th grade	12th grade	Total
2	2	2	4	10
	2	4	4	10
		4 - 6	4 - 6	10
			6	6

Because dual enrollments involve cooperation with another school (a post-secondary school/college), students interested in dual enrollment must arrange for these classes before the beginning of the semester in which they are intended to be taken. Students must be admitted to the college at which they wish to take classes.

Any 9th – 12th grade student who is enrolled in at least one high school class and who meets the following requirements would be able to participate under these provisions:

1. Have at least one parent or legal guardian who is a resident of the State of Michigan.
2. A student who has not taken the Michigan Merit Examination must have achieved a qualifying score in all subject areas on a readiness assessment and a student who has taken the Michigan Merit Examination must have achieved a qualifying score in all subject areas on the Michigan Merit Examination.
3. The student shall not have been enrolled in high school for more than 4 school years including the school year in which the student seeks to enroll in an eligible course.
4. If the student has not achieved a qualifying score in all subject areas on a readiness assessment or the Michigan Merit Examination, as applicable for the student, the student is an eligible student if the student achieves a qualifying score in mathematics and a qualifying score on a nationally or industry recognized job skills assessment test as determined by the Superintendent of Public Instruction.

Eligible courses for dual enrollment include:

1. A course offered by an eligible postsecondary institution that is offered for postsecondary credit.
2. A course that is not offered by the school district or state approved nonpublic school in which the eligible student is enrolled, or that is offered by the school district or state approved nonpublic school but is determined by its governing board to not be available to the eligible student because of a scheduling conflict beyond the eligible student's control.
3. An academic course not ordinarily taken as an activity course; that is a course that the postsecondary institution normally applies toward satisfaction of degree requirements; that is not a hobby craft or recreational course; and that is in a subject area other than physical education, theology, divinity, or religious education.
4. An eligible course is limited to a course in a subject area for which he or she has achieved a qualifying score, a course in computer science or foreign language not offered by the school district, or a course in fine arts as permitted by the school district.

Eligible tuition and fees shall be made available to students in accordance with the formula provided by the State. If a student fails to complete and/or receive credit for a dual enrollment course they **must** repay tuition unless determined that failure to finish was based on a family or medical emergency.

For further information, discuss dual enrollment with the counselor.

2.185 Early College Program

The Early College program differs from Dual Enrollment in that students will not receive their high school diploma until the end of their fifth year, assuming that all requirements for graduation have been met. Applications for the Early College

Program will be reviewed by the high school principal, high school counselor, and early college coordinator. The applicant must meet the 2.0 GPA, and the admissions requirements for the selected college prior to enrollment as an early college student.

Participation Requirements:

- Students must apply and meet all admissions requirements prior to exiting grade 10.
- Students must attend the 3-day “College Kick-Off” program before grade 11.
- Students must successfully complete at least one dual enrollment class with a grade of 2.0, or higher in grade 11 and 12 to continue for the 5th year.
- Students must fulfill the volunteer/job shadow requirement by submitting a signed log sheet of completed volunteer /job shadow hours to their counselor, prior to physically receiving their high school diploma from the district.
- These hours can be accumulated from the entrance of grade 9 through grade 12.
- *Requirement: 100 volunteer or 40 job shadow or 50 volunteer and 20 job shadow hours*
- Students must complete a minimum of 15 college credits with a grade of 2.0 or higher by the end of the 5th year.

2.190 Credit for Alternative Courses and Programs

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. Student must be in 10th – 12th grade and maintains a cumulative GPA of 2.5 or higher
2. The course is offered by an institution approved by the superintendent or designee;
- 3. The course is not offered at Morrice high school;**
4. Student must show proficiency in curricular of Online class requested.
5. Parent Permission is required for students to take all online courses

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student’s grade point average, class rank, and eligibility for athletic and extracurricular activities. Enrolling in an online course requires a dedicated self-paced student. Lack of performance in an online class may jeopardize future online opportunities. Failure to receive a passing grade will result in the student reimbursing Morrice Area Schools for the cost of the course.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student’s permanent record and recorded as an international study experience.

Summer School and Credit Recovery

It may be necessary for a student to enroll in summer courses or credit recovery during their high school career. MHS currently offers credit recovery programs during both the school year and during summer school. There is a fee that is associated with these programs because of the cost associated with the employment of a licensed teacher outside the normal work schedule. Student are allowed to take Credit recovery and summer school courses and credit will be granted for courses given outside the school day based on the following criteria:

1. Course is taken at an accredited institution
2. Course is approved by building principal before enrolling
3. Student is responsible for any fees and transportation
4. Student is responsible for having the institution submit the final grade and syllabus on time.
5. Student will only receive credit for course and will not be figured into GPA.

Adult Education Courses

A student who is lacking sufficient credit to graduate may be allowed to take one course in adult education of up to 1/2 credit per semester during his/her senior year. Adult education courses may not be used to supplant regular year courses or to accelerate a student for early graduation. Adult education courses may be used as credit recovery of courses failed at Morrice between school years or after 4th year of high school. All of these courses must be approved by the principal.

2.200 Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For information on homebound or hospital instruction, contact the building principal.

2.210 Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the start of the student's seventh high school semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal and the counselor before the start of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

2.220 Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
 - a) At least 4 credits in English language arts that are aligned with state subject area content expectations.
 - b) At least 3 credits in science that are aligned with state subject area content expectations, including completion of at least biology and either chemistry or physics.
 - c) At least 4 credits in mathematics that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a course in financial literacy or approved CTE courses. Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
 - d) At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics, and a civics course.
 - e) At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
 - f) At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
 - g) At least 2 credits in a language other than English, based on state guidelines.
3. To graduate from Morrice Area High School, each student is required to have completed eight semesters in the high school. In addition, students must have earned the specified number of credits and meet the course requirements as designated by the Board of Education.

Course	Credits needed
English	
<i>English 9</i>	<i>1</i>
<i>English 10</i>	<i>1</i>
<i>English 11</i>	<i>1</i>
<i>English 12</i>	<i>1</i>
Science	
<i>Biology</i>	<i>1</i>
<i>Biology II, or additional science credit</i>	<i>1</i>
<i>Chemistry or Physics</i>	<i>1</i>
Mathematics	
<i>Algebra I</i>	<i>1</i>
<i>Algebra II</i>	<i>1 or ½ with PC</i>
<i>Geometry</i>	<i>1</i>
<i>Senior Year Math Experience</i>	<i>½</i>
Social Studies	
<i>U.S. History</i>	<i>1</i>

<i>Government/Economics</i>	<i>1</i>
<i>World History</i>	<i>1</i>
Health/Physical Education	1
Personal Finance	<i>1/2</i>
Foreign Language, Fine Arts, and/or Vocational Education	<i>2</i> <i>(minimum of 1 year of foreign language with additional year of applied arts)</i>
MMC Credits	17
General Credits beyond MMC	8
Total Credits for Graduation	25

See Morrice High School Curriculum Guide and Course Descriptions for specific course requirements.

4. Students who transfer from another school district in grades 9-11 must meet Morrice graduation requirements. Seniors who transfer in must have a minimum of 22 credits and carry a full schedule of credits adjusted to reflect their years outside of Morrice. Students must be in attendance for at least one semester and meet the requirements of their graduating class to graduate from Morrice High School.

2.230 Personal Curriculums

A personal curriculum may be requested for the student that modifies certain portions of the Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

- A. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
- B. Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.
- C. The student's parent/legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
- D. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

- E. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum under this subsection.
- F. The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the mathematics credits required and only if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school. The algebra II credit requirement may be modified as part of a personal curriculum only if the student has shown significant difficulty in mathematics courses. Algebra II may be reduced to 1/2 credit if personal curriculum is approved.
- G. The social science, health and physical education, visual arts, performing arts, or applied arts credit requirements may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English for each modification.
- H. If the parent/legal guardian requests, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

2.240 State Testing

During the year students will take standardized tests to help measure current academic progression and level of content mastery. As a school district we use these results to help build programs that are targeted towards student achievement levels. All standardized testing will be done within the guidelines set forth by the State of Michigan. The times and dates will be posted on the Morrice Area Schools website.

In order for a student to graduate from MHS with a diploma, they must take and give their best effort on the Michigan Merit Examination. This exam is given to students their junior year and contains the ACT college entrance exam. It is essential that all students are present, on time, and put forth their best effort toward these assessments. Students who are late to school on test dates will not be admitted into the tests. Students who are disruptive during the tests will face school discipline, legal consequences and will risk their eligibility to receive a Morrice High School diploma.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

2.250 Testing Out

High school credit towards the Michigan Merit Curriculum (MMC) shall be granted in any course to a student enrolled in high school, but not enrolled in the course, who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ (78%) in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum and is aligned to Michigan High School Content Expectations (HSCE) for that course.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. This assessment may include the final exam used in the course, which may consist of a portfolio, performance, paper, project, or presentation. Extra requirements beyond what is expected of students enrolled in the course may be needed to confidently assess content mastery.
2. The course teacher, department chairperson and principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section will be used towards fulfillment of the Michigan Merit Curriculum (MMC) and specific class requirements set forth by the Morrice Areas School Board and will not count towards the fulfillment of 25 credits for graduation.
5. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.
6. All "testing out" examinations will be predetermined by the teacher and student and designated on paperwork prior to April 1 and administered on the teacher work day of the new school year unless otherwise designated by principal. Students are to report to the main office at 10:00 a.m. for testing.

7. To participate in the “testing out” program, registration forms will be available in the main office and the counseling office. The forms are to be completed, including parent signature, and returned to the counselor by APRIL 1st OF EACH YEAR. No requests will be taken after that date. Students who will be taking the examinations may pick up preparation materials on the last day of school, after school, from the counselor. In some cases the counselor will refer the student to the teacher who is teaching the course for special instructions.
8. Students registering for the “testing out” program will pay \$10.00 cash deposit per test to ensure their appearance at the actual test. The deposits for those who do not appear will be given to the class treasuries of the involved students; deposits for those who do appear will be refunded.

2.260 End of Semester Requirements

Students must satisfy all responsibilities at the end of each semester. Those responsibilities include but are not limited to:

- 1. Return of all appropriate textbooks and materials**
- 2. Payment for lost books**
- 3. Book damage charges**
- 4. Return of all library books**
- 5. Payment of all library fines**
- 6. Payment of industrial arts and other project-cost charges**

Students may be assigned lunch detentions and other consequences until those responsibilities are met. To the extent allowable under law, no school records will be forwarded to another school district nor will additional textbooks be issued until all responsibilities are satisfied.

2.270 Awards

1. John Phillip Sousa - Awarded to a junior or senior who demonstrates superior musicianship, leadership, dependability, loyalty, and cooperation.
2. Senior Athletic Awards - are awarded to any senior who participates in at least one varsity sport during their senior year.
3. Scholarship Recognition Awards - The semesters considered for the award(s) begins with 7th grade. Any student who transfers into Morrice High School, and meets the criteria, is eligible after one year of classes here at Morrice.
 - A. Morrice High School gives out a letter, pin and certificate of recognition for students who have achieved a high grade point average over a long period of time. The awards will be given out as follows:
 - 1) 1st Award: (Varsity letter and a certificate of recognition) for any student who maintains a 3.5 grade point average or better for a minimum of four (4) semesters. The semesters need not be consecutive.
 - 2) 2nd Award: (Lamp of knowledge pin and a certificate of recognition) for any student who maintains a 3.5 grade point average or better for a minimum of six (6) semesters.
 - 3) 3rd Award: (Lamp of knowledge pin and a certificate of recognition) for any student who maintains a 3.5 grade point average or better for a minimum of eight (8) semesters.

- 4) 4th Award: (Gold Tone colored bar/pin and a certificate of recognition) for any student who maintains a 3.5 grade point average or better for ten (10) semesters.
- 5) 5th Award: (Special Award Pin or Medal, and a certificate of recognition) for any senior who has maintained a 3.5 grade point average or better for the entire twelve (12) semesters in grades 7-12. This special award will be given during the regular commencement exercise.

B. The Board of Education pays for all expenses involved for the awards.

4. Various Athletic Awards (Refer to the Athletic section of this handbook).
5. Various Senior Scholarship Awards: These awards may vary each year. Examples of some are: Lions Club, Teacher Scholarship, College Award, etc.

Chapter 3 - Student Fees & Meal Costs

3.10 Fees, Charges, and Fines: Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

3.20 School Breakfast & Lunch Programs

Morrice Area Schools uses a debit system that allows each student to have an account in which parents can add money throughout the year. Students can use this system or pay with cash or check.

Breakfast is served every school day from 7:30 a.m. to 7:45 a.m. Students are assigned to one of two lunch periods based on grade level. Junior High lunch is from 10:35 – 11:04 and High School lunch is from 11:30 – 11:59.

A student may purchase breakfast for \$1.75. A student may bring a sack lunch from home or may purchase a school lunch. 2018-2019 lunch prices will be \$2.90 for secondary students.

Free or reduced price meals are available for qualifying students. Free/reduced lunch students may only take breakfast once (either in the morning or during Grab and Go). For an application, contact the building principal.

Chapter 4 - Transportation & Parking

4.10 Bus Transportation

The district provides bus transportation to and from school for students living within the school district. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be requested by parent/guardian in person or writing. Final approval will be made by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their student before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle. Bus drivers may assign students to specific seats.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows without permission.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep bookbags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct. Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Brian Eva (517) 625-3142 ext. 3609.

4.20 Parking and Driving Privileges

Parking on school property is a privilege and the district has authority to monitor and enforce rules at all times. Violations may result in denial of parking privileges and/or school discipline.

Morrice High School students are allowed to drive to school; however the following rules must be observed in order to retain this privilege:

1. Vehicles driven to school will be parked in the lot directly east of the high school. Students are not to park along the east side of the school next to the shop area as this is a fire lane.
2. Students are not to use their vehicles at any time during the regular school day without permission from the principal. Once a student has arrived on the school campus, his/her vehicle will remain parked until the end of the school day.
3. Students are required to obey legal driving regulations at all times while on school property. Failure to obey this and the rules listed above would result in suspension of driving privileges and/or suspension from school. A student who is denied the privilege of driving his/her vehicle to school and fails to adhere to this request will face further disciplinary action by the school.
4. Vehicles with inappropriate stickers, license plates, displays (ex: distracting, discriminating, degrading or defamatory to any individual, or to any racial, religious or minority group or identifies a secret society, gang, or fraternity/sorority) will not be able to park on Morrice property.

Students may park their vehicles in the student parking with an approved student parking permit (available in the office). Permits must be placed in the bottom corner of the front windshield on the drivers side. Only registered student vehicles may be parked in the student parking lot which is located at, East end of the building.

Violators will be warned once. Upon the second infraction, the students vehicle will be towed at the owner's expense. Vehicles must be properly parked and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The North parking lot is for school staff, personnel, guests and others designated by administration. This lot MAY NOT be used by students at any time. Student vehicles parked in this lot may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR**

NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items on school grounds are subject to view by others. Based on the reasonable suspicion, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used to monitor student conduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Chapter 5 - Health & Safety

5.10 Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

1. A valid medical contraindication exists to receiving the vaccine. The student's physician must provide written certification of the contraindication.
2. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted. This form is available in the high school office.
3. The student has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

5.20 Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the

student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

5.30 Guidance & Counseling

The school provides a guidance and counseling program for students. The basic goal of guidance service is to assist the student in achieving his/her best, to aid in solving his/her problems, and becoming a well-balanced and mature person. The guidance department offers services for the individual student by maintaining student records and dispensing information. The school's counselor is available to those students who require additional assistance on social, personal, educational and vocational plans at the request of the student, his/her parents, or teacher. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

5.40 Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. At least three (3) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

EMERGENCY PROCEDURES

FIRE DRILL

The sounding of the school fire alarm is a signal for a real or fire drill. Students are to evacuate the building in a safe and orderly fashion and stand at least 50 feet from the building with their teacher. When the fire alarm is silenced to indicate the end of the fire drill, students will return to their classrooms.

TORNADO DRILL

An announcement over the P.A. system will signal a tornado drill. Students are to go to their designated areas. A P.A. announcement will indicate the end of the drill and students are to return immediately to their classes.

LOCKDOWN MODE

When you hear "Lockdown" on the P.A., teachers and staff will follow this procedure:

- 1. Lock the door(s) (Pull in any children from the hallways into your classroom).**
- 2. Close all windows.**
- 3. Put window shades down.**
- 4. Turn all lights off.**
- 5. Keep students out of sight.**

6. DO NOT ANSWER THE DOOR!!!

7. Check email.

In addition, you should use sound judgement in any of the areas. Lock downs may occur for many reasons, such as a train derailment, intruder in the building, bomb threat, etxc... Keep class calm and quiet and keep everyone out of sight (including yourself).

SECURE MODE

When you hear “Secure Mode” on the P.A. system, teachers and staff will follow this procedure:

- 1. Lock the door(s) (Students in the hallway will report back to classroom or the main office).**
- 2. Close all the windows.**
- 3. Pull shades down.**
- 4. Continue classroom activities within the room.**
- 5. Do not allow students in the hallway during Secure Mode. Do not excuse students for passing time if Secure Mode is still in place.**
- 6. Check email for updates of Secure Mode.**
- 7. Secure Mode will end by P.A. announcement.**

TORNADO POLICY

TORNADO WATCH:

When a tornado watch is in effect, the District will continue normal activities but move recess and physical education activities indoors. Each building shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

TORNADO WARNING:

A tornado Warning exists when a tornado has been spotted in the vicinity.

ACTION:

- A. Students will go to the tornado stations immediately when the announcement is made.**
- B. Students will remain in the tornado stations until the all clear is given.**
- C. Parents are asked not to come for their student during a tornado warning.**

5.50 Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

- 1. The student's parent/guardian is required to notify the school office if they suspect their student has a communicable disease.**
- 2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.**
- 3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter**

from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

5.60 Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the student should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

5.70 Blood-Borne Pathogens

The school district is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both student and staff from its spread in the school environment.

Part of the mandate procedure includes a requirement that the district request the person who is bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their student's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the building principal at (517) 625-3143.

5.80 Automated External Defibrillator (AED)

The school has an AED. It is located on the east wall by the south east exit of the cafeteria. Policies pertaining to its use will be communicated to all students and staff each fall. Penalties for damaging the AED and/or its enclosure will be handled as a severe form of vandalism.

Chapter 6 - Discipline & Conduct

6.10 General Building Hours, Use and Security

Students using the building must be under the immediate supervision of an advisor. Building use forms may be picked up in the main office. They must be returned, properly filled out, at least one week in advance of the activity. The building will be

signed out on first come, first served basis with school sponsored activities having the highest priority.

Entry into the building from 7:15 a.m. until 3:00 p.m. must be made through the north main doors near the flagpole. No other door in the building should be left open or unlocked from the outside;

At the end of the school day students are expected to leave the building and school property no later than 3:15. Exceptions will be made for those under the direct supervision of a teacher, a coach, or another responsible adult or those approved by the principal in advance. Students may not loiter in the building or on school grounds until an evening activity begins. Students who attend an after school activity must be at the site of the activity. Failure of students to comply with this rule will result in disciplinary action which could also involve the police.

6.20 Locker Use

Morrice Area Schools provides each student with a locker and a working lock. School lockers are the property of the district and the district retains the authority to monitor and control the use of the lockers. These lockers owned by Morrice Area Schools are for the secure storage of personal possessions. Students who choose not to lock their lockers run the risk of theft or having contraband planted in their lockers. Possession of the contraband will be attributed to the person assigned the given locker. Administration holds the right to search any locker if there is reasonable suspicion of violation of rules or other reasons.. Students who have defective locks are directed to contact the school office immediately.

Gym Lockers should be locked with a student lock. It is recommended that students give a copy of their combination or key to the PE teacher or aide in charge of their locker room. **ALL** lockers must be cleaned out by the last day of school. **The district is not responsible for personal items left in lockers after school is out.** At the end of the year lockers will be inspected for damage/vandalism and fines will be assessed accordingly. Cellphones are not permitted in locker rooms.

6.30 Academic Honesty and Integrity

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

1. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
2. A student must give credit to the originality of others and acknowledge an indebtedness whenever:
 - a. Directly quoting another person's actual words, whether oral or written;
 - b. Using another person's ideas, opinions, or theories;
 - c. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 - d. Borrowing facts, statistics, or illustrative material; or

- e. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

(quoted from *Code of Student Rights, Responsibilities, and Conduct*, **Part II, Student Responsibilities, Academic Misconduct**, By action of the University Faculty Council (April 12, 2005) and the Trustees of Indiana University (June 24, 2005).)

Students are expected to conduct themselves honestly with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying another student's homework.
2. Working with others on projects that are directed to be done individually.
3. Looking at or copying another student's test or quiz answers.
4. Allowing another student to look at or copy answers from a test.
5. Plagiarism from the work of other students, various publications, or the Internet.

Student's found guilty of plagiarism/cheating will be handled on a case-by-case basis. At a minimum the following consequences will take place in increasing order of offenses including all offenses in all classes:

1. Receive a "0" for work
2. Second offense will result disciplinary action based on Student Code of Conduct-Group 2 violation.

6.40 School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use appropriate judgement in their dress and are not permitted to wear apparel that causes a disruption in the school environment.

The use of common sense and good taste is the best rule. If it comes to the attention of the administration that a person's appearance is objectionable and disruptive to the educational process, that person will be required to alter his/her attire to remain in class. The final decision is at the discretion of the administration. Continued dress code violations will be considered insubordination and result in further disciplinary actions.

General Rules

1. Appropriate attire covers breasts (no visible cleavage), stomach, buttocks, and (lower) back. Tops and bottoms must meet at the waist and cover the entire midsection, when standing and/or sitting.
2. May not create a disturbance or be classified as offensive.
3. All undergarments must be covered.
4. Clothing that is thin enough to be considered see through is not appropriate and can not be used as a cover-up for other clothing violations.
5. May not include any clothing items displaying wording, insignia, style or ornament that is distracting, discriminating, degrading or defamatory to any individual, or to any racial, religious or minority group or identifies a secret society, gang, or fraternity/sorority.
6. Clothing items that have references to drugs/alcohol, double entendre/obscenities or that are distracting or disruptive to the teaching

and/or learning environment, or are otherwise in conflict with stated school policy, are not acceptable school attire.

7. NOTE: Administration and student council may permit special dress days
8. Blankets are not allowed in hallways or classrooms for any reason.

Head Coverings

1. **Hats/Bandanas//Sunglasses/Hoods are not to be worn in the building and shall be removed when entering the building and stored in lockers.**
2. Head coverings are not to be carried around throughout the day.
3. Hooded shirts are acceptable as long as the hood is not worn on head.
4. Head coverings may be permitted upon written request to the principal based on religious observances.

Shirts and Blouses

Must cover the stomach and back area and provide coverage with an appropriate neckline. There are to be no tank tops and sleeveless shirts must cover the top of the shoulder area and be tight under the arms. No cut out or altered sides will be allowed. Undergarments are to be covered at all times and will not be visible through outer garments.

Pants/Shorts/Skirts/Dresses

For this section, Mid-thigh is defined as the location of your fingertips with your arms at your side while standing.

1. Skirts/Shorts must reach mid-thigh or longer.
2. No rips or holes above mid-thigh that exposes bare skin.
3. Excessively low rise or saggy pants are not considered appropriate dress. Undergarments are not to be visible at anytime.
4. Clothing such as spandex, leggings or yoga pants without a top that meets the mid-thigh length and stretch mini-skirts are allowed as long as the items are not see through or sheer where skin is visible.

Shoes

Footwear must be worn by all students at all times. Slippers are not allowed.

Accessories

1. Pointed spikes or studs, chains, and any other articles of clothing that could be used as weapons are prohibited.
2. Winter jackets and coats are not permitted in classrooms.
3. Fidget spinners will not be allowed in the classroom setting
4. No accessories of a costume variety will be permitted to be worn during school, with the exception of being used for a school activity.

Backpacks/Bags/Purses

1. The only backpacks allowed in classrooms are see through backpacks that can fit under desks or chairs.
2. Purses must be kept in students lockers.
3. If there is a need to carry a small bag it must be placed inside the see through backpack and remain inside of the see through backpack throughout the day

4. Computer bags are allowed in the media center or the identified online classroom at the administration's discretion.
5. Final authority on approved bags remains with the building principal.

6.50 Student Code of Conduct

PHILOSOPHY OF DISCIPLINE

It is our belief that discipline is teaching students to respect the rights of others through taking personal responsibility and learning to obey rules. The major responsibility of Morrice Area Schools is to provide a safe, secure and orderly atmosphere in which “teachers can teach” and “students can learn.” Morrice Area Schools believe a student should remain in school if possible. Suspension of students will be only in extreme cases or as a last resort.

It is important to remember that school rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

The grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

STUDENT CONSEQUENCES FOR VIOLATIONS OF THE CODE OF CONDUCT

In most cases the consequences for violating school rules and procedures are defined below; however, in all cases the consequences are ultimately decided by the principal who administers this handbook. The variety of consequences used by the principal includes but is not limited to those shown for the following violations.

CONSEQUENCES FOR-ONE AND DONE POLICY

First Offense:-Student will call parent

Second Offense-SAME DAY:-Student will be suspended for remainder of day

Second Offense of Week: Student will call parent; remain in office for remainder of the hour

Third Offense of Week:-Student will be sent home for remainder of week. A parent meeting will be set up and must occur before student will be allowed to return.

ONE AND DONE POLICY

Our middle school and some high school classrooms will operate using the One and Done Policy. Students will be given one warning per class regarding behavior. After one warning, the student will be sent to the office and the consequences for the One and Done Policy will be enforced.

CONSEQUENCES FOR GROUP 1 VIOLATIONS

First Offense: Teacher warning and/or contact Parents and/or assign detention

Second Offense: Send to Principals office, Parent contact, Saturday detention or 1-3 days OSS.

Third Offense: Send to Principals office, Parental contact, 1-3 days OSS.

Fourth Offense: Send to Principals office, Parental contact, 3-10 days OSS, possible recommendation for expulsion.

SCHOOL RULES/PROCEDURES:

The following are rules and guidelines and conduct the listing is not comprehensive of other offenses. Other offenses may give rise to discipline. The severity or repeated nature of the offense may result in discipline greater than the handbook has outlined.

GROUP 1 VIOLATIONS:

- **Class Disruption:** Any behavior inside the classroom that disrupts the educational process.
- **Closed Campus:** No student may leave the campus without approval of the principal or his designee.
- **Food/Beverages:** Eating food or drinking beverages other than plain water outside of the cafeteria is prohibited. Food items are to be consumed only during assigned lunch periods or in classrooms with teacher approval.
- **Gambling:** Gambling for money or other items of value. Any money or items will be confiscated.
- **Inappropriate drug reference:** Inappropriate reference to the use or possession of drugs or drug paraphernalia, or false report of such.
- **Littering:** Littering on school or adjacent property.
- **Loitering:** Unauthorized lingering in hallways, restrooms, or other areas of the building or property.
- **Misuse of the Food Service Debit System:** Using another student's code in order to obtain food or beverages.
- **Misuse of Bathroom Pass:** Using a bathroom pass as means to cause a disruption or skip class

- **Public Display of Affection:** Acts of displaying inappropriate physical contact in public areas of the school building or property, hand holding only allowed
- **Scuffling:** The act in which bodily contact occurs but does not result in an actual fight.
- **Skipping (1st offense):** Absent from class or school without permission.
- **Technology Abuse:** Inappropriately using school technology in violation of the school's Acceptable Use Policy, which may result in suspension from use of school technology for a period not to exceed one school year.
- **Vandalism (Less than \$100 of damage):** Willfully causing destruction or damage to property belonging to the school or to others. May also apply to messes intentionally created by students. Restitution and clean-up are also required.

CONSEQUENCES FOR GROUP II VIOLATIONS

First Offense: Parental contact, Saturday Detention or 1-3 days OSS, possible recommendation for expulsion.

Second Offense: Parental contact, 3-5 days OSS, possible recommendation for expulsion.

Third Offense: Parental contact and/or conference, 5-7 days OSS, possible recommendation for expulsion.

Fourth Offense: Parental contact, 10 days OSS, possible recommendation for expulsion.

GROUP II VIOLATIONS

- **Assault:** Physically attacking any person while on school property, on school transportation, or during any school-sponsored activity.
- **Bullying/Cyberbullying/Intimidation:** Making any gesture or written, verbal, or physical act that will have the effect of harming a student or damaging the student's property that has the effect of insulting or demeaning any student or group of students.
- **Cell Phone Abuse:** Use of cellphones inappropriately and/or in locker rooms or private settings (ex: bathroom).
- **Cheating/Plagiarism:** The act of dishonestly copying someone else's work. Grade penalties may also be invoked by the teacher.
- **Disrespect:** To insult, call derogatory names, dishonor, or in other manner abuse, verbally or in writing, school personnel or other students.
- **Disrupting the Educational Environment:** Any intentional behavior meant to disrupt the educational environment or general order of the school.
- **Extortion:** The act of securing or attempting to secure money or other items of value while on school property, on school transportation, or of any school-sponsored activity. Restitution will also occur as part of the consequence. (financial)
- **Fighting:** The act of exchanging physical contact with another person while on school property, on school transportation, or any school-sponsored activity. The instigator may receive additional consequences.
- **Fireworks or Explosives:** Possession, use, or threat to use any firework, explosive or similar device.

- **Forgery:** Falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data used on school forms, papers, evaluations, or other school-related documents.
- **Fraud:** Deceiving another or misleading someone with information in order to obtain anything of value.
- **Gang Behavior:** Displaying or implying gang affiliation by written, verbal, gesture, or other personal display.
- **Inciting Others to Disobedience or Violence:** encouraging others by words, actions, or deeds to protest or demonstrate in a manner that disrupts the educational process.
- **Indecent Exposure:** Knowingly making any open or indecent exposure of one's person or of the person of another.
- **Insubordination:** Failing to comply with a reasonable request from school personnel.
- **Lighters or other Incendiary Devices:** Having anything that would start a fire of any type.
- **Pornography:** Accessing on school computers, bringing into school on portable electronic devices or in printed materials, or distributing to other students while on school property.
- **Profanity/Obscenity:** Using obscene, profane, or offensive language in verbal or written form or in pictures, caricatures, or gestures that are offensive to the general standards of the school and/or community.
- **Skipping (2nd offense and beyond):** Absent from class or school without permission.
- **Social Networking:** Accessing social networks (Facebook, Weblinks, Snapchat Twitter, Instagram, etc) using the schools network or personal electronic devices during the school day.
- **Solicitation concerning drugs:** Soliciting (even false) to buy or sell drugs.
- **Spitting:** spitting on or at another person.
- **Theft and Possession (Less than \$100):** Acquiring property of others which was taken without the consent of the owner. Restitution is also required.
- **Tobacco:** Using, selling, or possessing tobacco or tobacco paraphernalia, electronic cigarettes (e cigarettes), hookah pipes, or any drugs on any school property.
- **Unauthorized Demonstration:** The act of demonstrating or protesting that threatens and disrupts the educational process and/or is a threat to the safety of others.
- **Vandalism (Over \$100):** The act of willful destruction of property belonging to others. Restitution of property is also required.

CONSEQUENCES OF GROUP III VIOLATIONS

First Offense: Parental contact, 3-10 days OSS, possible recommendation for expulsion.

Second Offense: Parental contact, 30 days OSS, possible recommendation for expulsion.

Third Offense: Recommendation for expulsion.

NOTE: Some of these violations require the notification of the proper law enforcement agencies. Restitution/damages will be made by the student in all possible cases.

GROUP III VIOLATIONS

- **Arson:** Willfully burning or attempting to burn any personal or school property.
- **Threats of Violence:** Threats of violence against the school or students or staff.
- **Bomb Threat:** Placing, threatening to place, or falsely reporting explosive or flammable devices. Permanent expulsion shall be recommended.
- **Criminal Sexual Conduct/Assault:** Committing criminal sexual conduct as defined in MCL 750.520, et. Seq. in a school building, on school grounds, or on school transportation. This violation requires permanent expulsion under the Revised School Code of Michigan. Criminal conviction is not necessary for expulsion.
- **Extortion:** Making another person perform any act against his or her will by force or threat of force, expressed or implied. (physical)
- **Hazing:** Any method of initiation or pre-initiation into a student organization or pastime, or amusement, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace.
- **Malicious Destruction of Property:** Willfully destroying school property with the damage exceeding \$100.00. **Restitution will be made by the student.**
- **Physical Assault Against School Personnel:** Intentionally causing or attempting to cause physical harm to a school employee, volunteer, or contractor through force or violence.
- **Possession/Use/Influence/Transfer of Unlawful Drugs/Behavior-Altering Substances/Alcohol:** Possessing, using, and/or being under the influence of: unlawful drugs, behavior-altering substances, alcohol, or drug paraphernalia. If the student is allowed to return to school, appropriate counseling and/or treatment will be required.
 - **Transferring, and/or selling or intent to sell or transfer any of the above, shall be recommended for expulsion.**
- **Sexual Harassment:** The act of making consensual or unwelcome sexual advances, requests for sexual favors, or other unwelcome sexual overtures be they written, verbal, or physical. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”
- **Theft and Possession (more than \$100):** Acquiring property of others that was taken without the consent of the owner. Restitution is required.
- **Verbal Assault against School Employee, Volunteer, or Contractor:** Committing a verbal assault through the use of profanity or words meant to display disrespect. This violation shall result in a suspension or expulsion pursuant to the Revised School Code of Michigan.
- **Weapons:** A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” is defined as any device intended to cause injury or bodily harm, any device

used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns, BB guns, stun guns, paintball guns, razors, box cutters, knife, laser pointers used in a manner to impair vision.

- A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313)
- **Written or Verbal Threat:** Any written threat or verbal threat directed towards any school, school buses, student(s) or staff member will not be tolerated. Offenders will immediately be removed from school. Possible actions: long term suspension, school board hearing, and/or expulsion.

6.60 Detentions and Suspensions

Suspensions will be assigned by the principal. **Students may not attend any school-related function (i.e. practices, games, dances, proms, etc.) during the suspension (both in-school-suspension (ISS) & out-of-school suspension (OSS)).** Suspensions begin at the point designated by the principal and continue until midnight of the suspension’s last day. If school is cancelled for any reason during the suspension, the suspension will resume when school is back in session.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students are expected to complete any assignments the teachers designate.

INDEFINITE SUSPENSION

The principal may assign indefinite Out-of-School suspension pending Board of Education action for expulsion.

IN-SCHOOL SUSPENSION (ISS)

ISS is the placement of a student in a supervised area in lieu of attending classes. During ISS students will be provided with course work to minimize the academic impact of not being in class.

DETENTION

Before school, after school, Saturday and lunch period detentions may be assigned by the principal or teachers. Before school and after school detention periods will be considered as one hour; lunch detention will be considered as thirty minutes; Saturday detentions will be 1 to 4 hours. Not showing up for detentions will result in additional offenses.

6.70 Alcohol, Tobacco, Drug, Weapons Free School Zone

In order to provide a safe learning environment for all student, schools must be an alcohol, tobacco, drug, and weapons-free.

1. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.
2. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, and pepper spray.
 - School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.
3. Alcohol, Tobacco and Drug Free Zone
4. Students may not possess, transport, transfer, or sell alcohol, tobacco, drugs, or drug paraphernalia.
5. The use or possession of the above items by students, parents, guests or staff on school property is strictly prohibited. Administration is authorized to contact local authorities to remove subjects from school property.
6. Drugs are classified as any illegal drug or prescription drug not used in the manner prescribed.
7. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
8. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
9. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

6.80 Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., classrooms, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

6.90 Electronic Devices

With the start of the 2013-2014 school year, Morrice Jr/Sr High School adopted a Bring Your Own Device policy (BYOD). This policy allows Morrice students to use their own electronic devices in school for educational purposes and will be in accordance with section 7.10. For students to use their own device there must be an educational need and permission granted by a Morrice staff member.

1. Electronic devices allowed include but not limited to laptops, netbooks, tablet computers, iPod touches, and smartphones.
2. Electronic devices not allowed include but not limited to gaming devices (Nintendo 3DS, Playstation Vita, etc...), recording devices, pagers, and laser devices.
3. Special exceptions will be made for those students who have specific provisions in their IEPs.
4. Students must comply with all Morrice staff requests concerning devices. Earbuds or headphones are not allowed to be in place during passing time and may not be visible during classroom instruction. Device may be allowed at lunch by monitor discretion.
5. The student takes full responsibility for his or her device and keeps it with them at all times. The school is not responsible for the security of the device including theft, loss, or damage. The District will not reimburse students for devices that are stolen, lost, or damaged.
6. When a student does not follow established guidelines the device will be confiscated and a parent will have to pick up the device from the office.

7. Any student who wishes to use an electronic device within Morrice Area Schools must read and sign this agreement and submit it to their school building as directed.
8. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of privilege to use the device in school and/or disciplinary action.
9. Recording still or video images is prohibited unless specifically authorized by a staff member as part of an instructional program.
10. Posting or transmitting recorded images or video shall be limited.
11. Cyber-bullying on school premises will result in the loss of electronic device
12. The wireless access provided to the devices is designed to enhance the students' educational experience and increase authentic students' engagement. Connecting to the Morrice Area Schools wireless network with personal devices is a privilege not a right.
13. The use of social media websites while on the school premises will result in serious consequences including but not limited to the loss of BYOD privileges.

6.100 Due Process

Due process means that students have a right to a fair set of rules that are applied in a fair and just manner.

This student handbook has been published so that each student is aware of the normal process used in handling disciplinary cases. Every effort is also made to ensure that parents/guardians are aware of the normal process used in handling disciplinary cases. Exceptions may be made by administration and staff in appropriate cases, provided that notice of the exception is given to the student and/or his/her parents/guardians.

Appeal process for suspension and expulsion

1. Suspension - Appeals of suspension are available to the parents or legal guardians of suspended students. Appeals must first be directed to the administrator levying the suspension. The suspension will be in effect even though an appeal has been requested. The administrative progression for appeals is as follows:
 - a. building principal
 - b. superintendent of schools
2. Appeals are best filed using the Appeal Form and the process it entails. Please see 6.110 Resolution of Conflicts and Disagreements.
3. Expulsion - In cases of recommendation for expulsion, the following progression of appeals applies:
 - a. building principal
 - b. superintendent of schools
 - c. board of education
 - o For appeals of expulsion, the parents or guardians have the legal right to request a closed hearing before the board of education.

6.110 Resolution of Conflicts and Disagreements

Any person with a conflict and/or disagreement with school personnel should first communicate with the individual with whom they have the conflict/disagreement. If that does not lead to a resolution, the above sequence may be followed by using a Conflict Resolution Form which may be obtained from the school office

Conflicts should be handled in the following progression:

School	Food Service	Athletics	Transportation
Certified and non-certified staff member	food service staff member	Coach	Bus driver/custodian
↓	Food service supervisor/manager	Athletic Director	Transportation Director
Principal	Principal	Principal	Principal
Superintendent	Superintendent	Superintendent	Superintendent

6.120 Bullying, Intimidation and Harassment

Bullying is defined as the unnecessary physical or verbal acts that make another person feel bad about themselves which results in the lowering of a person's self esteem. Bullying can occur in groups or individually and may be direct or indirect.

Acts of bullying include and are not limited to:

- 1. Name calling/ Teasing**
- 2. Stealing/ Touching others belongings**
- 3. Aggressive behavior or physical contact with another person**
- 4. Hazing**
- 5. Making fun of a person's appearance**
- 6. Getting people to do inappropriate things**
- 7. Joking/Playing around at others expense**
- 8. Excluding people from groups**
- 9. Threatening people**
- 10. Slamming lockers and pushing books**
- 11. Intentionally lying about someone or gossiping**
- 12. Unwanted pranks**
- 13. Attacks/Name calling/Lying WHILE using media sources like Facebook**
- 14. Pressuring or allowing someone to copy or cheat off of your work**

***Note: These definitions were developed by the Morrice Junior-Senior High Students during the Celebrating Diversity Character Day during the 2010-2011 academic year*

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment,

and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with teachers and/or the principal. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

6.130 Lunch, Cafeteria, Food and Beverage Rules

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at lunch tables until the lunch aides are ready to dismiss students. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Loud talking, yelling, screaming, and other disruptions are prohibited.
3. Students shall not throw food, drinks.
4. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
5. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
6. Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
7. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
9. Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Food and Beverage Rules

1. Students are allowed to have water in approved clear containers
2. Food and beverages are to be consumed only in the cafeteria
3. No food or drink is allowed in science labs or computer labs (no exceptions)
4. **No food or drink is allowed in the media center**
5. Food and drink may be permitted in the classroom with teacher approval
6. No open beverage containers are allowed in lockers

6.140 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

6.150 Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal, visual or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the principal. Reports of sexual harassment should be made to the school's principal.

6.160 Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student who physically assaults a school district employee, volunteer, or contractor shall be expelled, subject to reinstatement after 180 school days.

A student who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days. The length of suspension will be determined by the severity and motivation of the incident.

6.170 Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with

others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Chapter 7 - Internet, Technology & Publications

7.10 Internet Acceptable Use

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Unacceptable Use - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or Morrice Area Schools employees.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries,

missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – E-mail may be provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message authenticity and the nature of the file so transmitted.
5. Use of the District's e-mail system constitutes consent to these regulations.

7.20 Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Chapter 8 - Athletics & Extra-Curricular Activities

8.10 Athletic Rules and Code of Conduct

Please refer to our comprehensive Student Athlete Handbook which is available for all parents, coaches and athletes.

8.20 School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate."

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's code of conduct.

RULES FOR DANCES

1. Jr. High dances are for students in grades 7 and 8 only; High School dances are for students in grades 9-12 only. Jr. High dance guests must also be in grades 7 or 8, High School dance guests must be in 9th grade or and currently enrolled in another high school or one year after graduation from Morrice High School. Junior/Senior Prom is a special circumstance and age appropriate for this dance is 10th grade or greater and under the age of 21.
2. There will be at least eight (8) chaperones. This can be a combination of parents and staff with at least two male and two female
3. Each student will be stamped upon entering.
4. Once a student leaves the dance, they may not return.
5. Dances are school functions and all school rules apply.

6. Guest Passes – Students may obtain a guest pass from the principal's office. The pass (approved by the principal) must be presented at the ticket table. Guests are the responsibility of the student who obtains the pass. Guest forms must be submitted to the principal or his designee by noon of the school day previous to the dance.
7. Chaperones may deny admittance to anyone, student or guest, whose behavior is deemed detrimental to the well-being of the students attending the dance. Parents will be contacted.
8. Dances will not be longer than three hours and will end no later than midnight.
9. All Building Use Forms, as well as the Activities Request Form, must be in the office of the principal one week in advance of the dance. The person submitting the form will be contacted by the principal for confirmation.
10. If a student is out of school due to an illness or any type of suspension, he/she will not be admitted to a dance or activity that day.

8.30 Commencement Ceremonies

Participation in commencement ceremonies is a privilege and not a right. There are many reasons for a student to not be permitted to participate. Common ways in which a student will be not allowed to participate in graduation ceremonies:

1. Failure to obtain enough credits towards graduation (25) and/or failure to meet the requirements of graduation set by the Morrice Area School Board and the Michigan Department of Education.
2. Failure to make up absence hours over 9 in any class or failure to serve assigned detentions (in compliance with 2.20 & 2.70)
3. Senior pranks not approved by building principal
4. Multiple Group 1 Code of Conduct Violations after Spring Break
5. Any Group 2 or 3 Code of Conduct Violation after Spring Break
6. Failure to pay fines or fees
7. Not attending graduation rehearsal
8. Misbehaving at graduation rehearsal
9. Suspicion of or confirmed cases of alcohol or drug use on commencement day
10. Not dressing appropriately for graduation (final decision made by principal)

8.40 Equal Access for Non-School Sponsored Student Clubs

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

1. The activity has been initiated by students
2. Attendance at the meeting is voluntary
3. No agent or employee of the District will promote, lead, or participate in the meeting. A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
5. Nonschool persons do not direct, conduct, control, or regularly attend the activity.

Chapter 9 - Special Education

9.10 Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term “student with a disability” means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

9.20 Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 student will be expelled if the student’s misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

Chapter 10 - Student Records & Privacy

10.10 Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their student to a third party may do so in writing to the principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their student to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their student's educational curriculum within a reasonable time of their request.

10.20 Student Records

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. RIGHT TO INSPECT: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

2. RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. RIGHT TO COMPLAIN: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
600 Independence Ave, SW
Washington, DC 20202-4605

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA.
6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:" name and address, date and place of birth, major field of study, participation in school, activities, dates of school attendance, honors and awards, height and weight of athletes, honor roll members, information generally found in yearbooks and other similar information.

Student's pictures and identifying names may be printed in the school yearbook or by local media if:

1. Students who have qualified for the honor roll, for educational honors and awards such as valedictorian, salutatorian, and National Honor Society.
2. Students who have been awarded honors in co-curricular extra-curricular school activities, which may include lists of such activities in which students have participated, major fields of study, and such information as is listed above.

This guideline does not cover pictures or articles by news media of school events. Parents or eligible students may request, in writing, that the above mentioned information is not to be disclosed. The request is to be made to the principal and must be done by September 18 of the school year. Students who enroll in the Morrice Area School after September 18 of the school year, will have 15 days from

the date of enrollment to request that the above mentioned information is not to be disclosed.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

10.21 Transcript Requests

Morrice Area Schools uses Parchment for all transcript requests. To request a transcript from the school please visit the Counseling Department on the school website.

10.30 Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. represent themselves during disciplinary conferences and be the addressee for their grade reports
3. sign themselves in and out of school and may verify their own absences.
NOTE: All attendance standards continue to apply;
4. provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

10.40 Requests from Military or Institutions of Higher Learning

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers.

Parents/guardians who do not want their student's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

10.50 Selective Service Registration

Almost all male U.S. citizens and male aliens living in the U.S. who are age 18 through 25 are required to register with the Selective Service System. You may register online, or at any post office. The online address is: www.sss.gov

Chapter 11 - Parental Right Notifications

11.10 Teacher Qualifications

Parents may request information about the qualifications of their student's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

11.20 Notice to Parents on Sex Education Instruction

The school district may offer instruction in sex education, including family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease. This instruction shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Request to Examine Instructional Material

The school district's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the sex education request to examine instructional material form, which can be obtained from the building office

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do not want your student to participate in these classes or courses, please complete the sex education class attendance waiver statement, which can be obtained in the building office, and return it to your student's classroom teacher.

11.30 Parent Involvement

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate by monitoring attendance, homework completion, and television watching; by volunteering in your student's

classroom; and participating, as appropriate, in decisions relating to the education of students and positive use of extracurricular time.

PARENT-TEACHER CONFERENCES

Conference days are for the purpose of discussing each pupil's progress and/or problems. Each parent is urged to attend conferences to become better acquainted with his/her student's teachers. The staff also recognizes the need for more frequent visits. Parents are encouraged to call to arrange for an appointment, if additional time is needed.

11.40 English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all students are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their student's placement in, and information about, the school district's English Language Learners programs

11.50 Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Jr/Sr High office

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

11.60 Mandated Reporter

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

WANTED!

Students who:

S – Be Safe

O – Take Ownership

A – Allow Learning

R – Show Respect

The school is located and may be contacted
at:

691 Purdy Ln
Morrice, MI 48857
(517) 625-3143