



**STUDENT/PARENT HANDBOOK**

**Morrice Area Schools**

**School Year – 2022 - 2023**

**Student/Parent Handbook**

**for**

**Morrice Area Schools**

**Rob Pouch, Superintendent of Schools**

**Daniel Nolen, Morrice Junior Senior High Principal**

**Richard Dunham, Morrice Elementary Principal**

**Administration**

**517-625-3142**

**Jr/Sr High School**

**517-625-3143**

**Elementary**

**517-625-3141**

**Morrice Area Schools Board of Education**

**Mr. Randy Farrow, President**

**Mr. Roy Munro, Vice President**

**Mrs. Barb Wyzga, Secretary**

**Mr. Jerry Dennis, Treasurer**

**Mrs. Kelsi Iler, Trustee**

**Mrs. Amy Workman, Trustee**

**Mrs. Stacey Nieto, Trustee**

**Adopted by the Board of Education on July 20, 2022.**

**2022-2023 Morrice School Calendar**

<b>August 15</b>	<b>Professional Development</b>
<b>August 16</b>	<b>Professional Development</b>
<b>August 18</b>	<b>First Day of School</b>
<b>September 2-5</b>	<b>No School - Labor Day Break</b>
<b>October 3-7</b>	<b>Parent-Teacher Conferences</b>
<b>October 14</b>	<b>End of First Marking Period</b>
<b>November 15</b>	<b>No School - Professional Development Day</b>
<b>November 23-25</b>	<b>No School - Thanksgiving Break</b>
<b>December 19</b>	<b>Semester Exams</b>
<b>December 20</b>	<b>Semester Exams, End of First Semester</b>
<b>December 21-January 3</b>	<b>No School-Holiday Break</b>
<b>January 4</b>	<b>School Resumes</b>
<b>January 16</b>	<b>No School-Professional Development Day</b>
<b>February 13-16</b>	<b>Parent-Teacher Conferences</b>
<b>February 17-20</b>	<b>No School - Spring Break</b>
<b>March 10</b>	<b>End of Third Marking Period</b>
<b>March 24</b>	<b>No School - Professional Development Day</b>
<b>March 27-31</b>	<b>No School - Spring Break</b>
<b>April 3</b>	<b>School Resumes</b>
<b>April 7</b>	<b>No School - Good Friday</b>
<b>May 12</b>	<b>Last Day for Seniors</b>
<b>May 19</b>	<b>High School Graduation 7:00 pm (tentative)</b>
<b>May 25,26</b>	<b>Semester Exams</b>
<b>May 26</b>	<b>End of Second Semester, ½ day -Projected Last Day of School</b>
	<b>*This day will become a full day if time needs to be made up*</b>

**Elementary Hours:**  
**Full Day 7:55 am - 2:55 pm**  
**Half Day 7:55 am - 10:50 am**

**Jr/Sr High School Hours:**  
**Full Day 7:50 am - 2:45 pm**  
**Half Day 7:50 am- 11:00 pm**

The District shall provide at least 1,098 hours during 180 days of student instruction per school year, unless it obtains a waiver from this requirement.

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of Morrice Area Schools. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022 the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

Morrice Area Schools, in partnership with the community, will empower every student to become a life-long learner who is a responsible and productive citizen.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Daniel Nolen 517-625-3141(3) or Lynnette Cole 517-625-3142

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

## **PARENT INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

An effective parental Involvement Plan reflects commitment to relationships with families, effective communication, volunteer opportunities, learning at home, decision making and advocacy and collaboration with the community.

## **SCHOOL DAY**

### Elementary Hours:

Full Day 7:55 am - 2:55 pm  
Half Day 7:55 am - 10:50 am

### Jr/Sr High School Hours:

Full Day 7:50 am - 2:45 pm  
Half Day 7:50 am- 11:00 pm

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **HOMEBOUND INSTRUCTION**

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

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

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

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

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

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

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

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

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

### **SCHEDULING AND ASSIGNMENT**

#### Elementary level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

## Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written or verbal request signed by the parent **or** a person whose name is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

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

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

### **WITHDRAWAL FROM SCHOOL**

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

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from the State of Michigan immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building secretary.

## EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate Medication Request and Authorization Form(s) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Non Prescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non prescribed medications. The student

may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **Prescribed Medication**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. The parent must also authorize any self-medication by his/her child.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

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

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact thePrincipal at 517-625-3142 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Principal at 517-625-3142 to inquire about evaluation procedures and programs offered by the District.

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name
- B. address
- C. telephone number
- D. date and place of birth

- E. major field of study
- F. participation in officially recognized activities and sports
- G. height and weight, if member of an athletic team
- H. height if member of an athletic team
- I. weight, if member of an athletic team which requires disclosure to participate
- J. dates of attendance
- K. date of graduation
- L. awards received
- M. honor rolls
- N. scholarships
- O. telephone numbers for inclusion in school or PTO directories
- P. school photographs or videos of students participating in school activities, events or programs

[See District Policy 8330]

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) which can be found in the Superintendent's Office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or

adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **STUDENT FEES, FINES, AND SUPPLIES**

Morrice Area Schools may charge specific fees for non curricular activities and programs as clubs, independent study, special projects, transportation, admission/participation for District sponsored trips and activities. Such fees or charges are determined by the cost of materials, freight/handling fees, entrance and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

Crowdfunding activities are governed by Policy and Administrative Guideline 6605.

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.

Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

Students may not engage in house-to-house canvassing for any fundraising activity.

Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education.

Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

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

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

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

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by local television stations. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. A SchoolMessenger 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 canceled. Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF PERSONAL COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions. Unless permission has been given by the building principal, during school hours and on a school vehicle, the cell phone or other ECD **remains off and out of sight.**

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of cell phones and other ECDs in locker rooms and bathrooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

Students may not use an ECD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using ECDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law. Violations of this policy may result in disciplinary action and/or confiscation of the ECD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. School officials will not search or otherwise tamper with ECDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring an ECD to school for a designated length of time or on a permanent basis.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the superintendent. A completed request form must be completed and submitted.

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

### GRADES

Morrice has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

#### Grading Procedures

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

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	I	NC No Credit	P Pas s	T Test Out
Percentage Points	100-94	93-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59-0	NA	0	NA	NA
GPA Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0	NA	0	NA	NA
Weighted GPA Points	5.0	4.67	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	0	NA	0	NA	NA

All courses will be based on a 4.0 scale except Advanced Placement (AP) classes. Starting with the graduating class of 2026 college class will have a weighted GPA. Students who pass the course will receive a weighted grade point (5.0 scale) for the course when determining GPA. 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.

### **Junior High-Grade Calculation**

Morrice Area School teachers utilize a total points method as their grading process. 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 quarter or term, a student's grade is determined by the percentage of total points that the student has earned out of the total number of points possible. Teachers may have a final exam for a semester grade and teachers will note this in their class syllabus.

### **Senior High-Grade Calculation**

Morrice Area School teachers utilize a total points method as their grading process. 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 the student has earned out of the total number of points possible.

Semester grades will be based on the student's two-quarter grades and the semester exam. Typically the breakdown is 40% quarter A, 40% quarter B, 20% semester exam (40/40/20).

### **Elementary Grade Calculation & Promotion**

For questions regarding grades, please contact the classroom teacher. 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.

### **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). 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 their 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.

### **Final Exams and Cumulative Exams**

All students in grades nine 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.

### **Elementary School Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. 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.

### **Junior High 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 6th - 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.

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

### **High School Promotion**

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.

### **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 of the senior year to be recognized at awards/commencement ceremonies.

### **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.

### **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 notification if a student fails to participate in class.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically on the Morrice Area Schools Office or at the Superintendent's office.

### **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 experience, 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.
3. 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 1/2 credit in civics/government.
  4. At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
  5. At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
  6. At least 2 credits in a language other than English, based on state guidelines.

\*Students may partially or fully fulfill 1 credit of the World Language requirement by completing a Department approved formal CTE program or by completing Visual, Performing, or Applied Arts instruction that is in addition to the Visual, Performing, and Applied Arts requirement.

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.

<b>Course Name</b>	<b>Credits Required</b>
<b>English</b>	<b>4</b>
English 9	1
English 10	1
English 11	1
English 12	1
<b>Science</b>	<b>3</b>
Biology	1
Science Course	1
Chemistry or Physics	1
<b>Mathematics</b>	<b>4</b>
Algebra I	1
Geometry	1
Algebra II	1
Senior Year Math Experience	1/2
<b>Social Studies</b>	<b>3</b>

U.S. History	1
Government/Economics	1
World History	1
<b>Health</b>	.5
<b>Physical Education</b>	.5
<b>Foreign Language</b>	2
<b>CTE/VPAA</b>	1

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

Students who transfer from another school district in grades 9-11 must meet Morrice's 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.

### **POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the school counselor to obtain the necessary information.

#### **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:

<b>9th-grade</b>	<b>10th grade</b>	<b>11th-grade</b>	<b>12th-grade</b>	<b>Total</b>
<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>10</b>
	<b>2</b>	<b>4</b>	<b>4</b>	<b>10</b>
		<b>4 - 6</b>	<b>4 - 6</b>	<b>10</b>
			<b>6</b>	<b>6</b>

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.

**Academic Credit – MCL 388.517**

- Postsecondary courses may be taken for high school credit, post-secondary credit, or both. A student makes this decision at the time of enrollment. When more than one course is being taken, a student may make different credit designations for each course.
- Students attending a state-approved nonpublic school may take courses that are considered

“essential” for postsecondary credit only. Courses considered “nonessential electives” may be taken for high school credit, post-secondary credit, or both.

- Eligible courses paid for under the Postsecondary Enrollment Options Act may not be audited by the student.
- School districts shall grant academic credit and count that credit toward graduation and subject area requirements of the school district when applicable and when a student has designated a dual enrollment course was taken for high school credit or both high school credit and postsecondary credit. School districts may determine how much high school credit shall be awarded for a course, and how that credit will be applied to a student’s transcript (letter grade, pass/fail, etc.).

For further information, discuss dual enrollment with the counselor.

### **Early College**

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 2.5 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 complete all registration requirements as well as meet all deadlines mandated by the Shiawassee Early College program.
- Students must attend the “College Kick-Off” program before grade 11.
- Students must successfully complete at least one dual enrollment class with a grade of 2.5, or higher in grades 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 2.5 or higher by the end of the 5th year.
- Students must earn at least a 3.0 or better in all core subject areas in their 10th, 11th, and 12th-grade year to participate in the early college program.
- Students must earn at least a 2.5 or better in their college class, or risk being removed from the program.
- Juniors may take up to 3 courses during their junior year.
- Seniors may take up to 4 courses their senior year.
- The district is not financially responsible for any summer college courses taken by students.

### **Online/Blended Learning Program**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided(Policy 2370.01):

1. Students must be in 10th – 12th grade and maintain a CGPA 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, and every effort has been made to fit that course into the course schedule.
4. The student received a grade of C or better in the course.
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.

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

### **Adult Education Courses**

A student who lacks sufficient credit to graduate may be allowed to take one course in adult education of up

to 1/2 credit per semester during their 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 the 4th year of high school. All of these courses must be approved by the principal.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### **Awards**

1. John Phillip Sousa - Awarded to a junior or senior who demonstrates superior musicianship, leadership, dependability, loyalty, and cooperation.
2. Senior Athletic Awards – 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) begin with 9th grade. Any student who transfers into Morrice High School, and meets the criteria, is eligible after one year of classes here at Morrice.
4. Morrice High School gives out a letter, pin, and certificate of recognition for students who have achieved a semester GPA of 3.5 or better over a long period of time. The awards will be given out as follows:
  - a. Lamp of Knowledge: This pin along with a certificate of recognition will be awarded to any student who maintains a semester GPA of 3.5 or better for a minimum of three (3) semesters.
  - b. Varsity Letter: The letter and a certificate of recognition will be awarded to any student who maintains a semester GPA of 3.5 or better for a minimum of five (5) semesters.
  - c. Special Gold Award: This gold-toned pin/bar and a certificate of recognition will be awarded to any senior who has maintained a semester GPA of 3.5 or better for the entire seven (7) semesters of high school.
5. The Board of Education pays for all expenses involved in the awards.
  - a. Various Athletic Awards (Refer to the Athletic section of this handbook).
  - b. Various Senior Scholarship Awards: These awards may vary each year. Examples of some are: Lions Club, Teacher Scholarship, College Award, etc.
  - c. Middle School Awards – Celebration of learning event to recognize student academic success.

## **ATHLETIC AWARDS**

### **Athletic Team Awards**

1. Freshman Year Award - Numerals indicating the year that the athlete will graduate

2. Sophomore Year Award - An "Oriole" patch.
3. Varsity Award - 5 inch, 3 dimensional orange "M" on a black background. Being a member of a Varsity team does not automatically mean that all members will receive a Varsity letter. Athletic letters will be awarded to participants upon the recommendation of the Athletic Director or the coach of the sport in which they are participating.
4. An athlete shall not receive more than one junior high, one freshmen (when applicable), one junior varsity, and one varsity award during their junior/senior high school career.
5. Each award shall include a certificate Chevrons will be issued to the athlete who earns a letter for each year and in each sport after receiving the Letter "M" award.
6. The school reserves the right to recall for just cause, any athletic award granted. It also reserves the right to request that students remove improperly worn letter awards.

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct, and policy 7540.03. Some instances may need a referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed on the school website.

## **STUDENT ASSESSMENT**

### **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 in their junior year and contains the SAT 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 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.

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

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA as stated in policy 5460.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

### **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:

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 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.
- 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.
- No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
- 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.
- 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.
- 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.
- The course tested out of will be placed on the student's transcript and a "T" will be placed as the grade to signify the student earned credit for the course.

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. Once a 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. To participate in the “testing out” program, registration forms will be available in the main office and the counseling office. 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.

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Morrice Area Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. The Board authorizes many student groups that are sponsored by a staff member. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non district-sponsored organization may use the name of the school or school mascot.

#### **ATHLETICS**

Morrice Area Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director, at 517-625-3142.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

## **Athletic Rules and Code of Conduct**

### **ATHLETIC PURPOSE AND AUTHORITY**

The purpose of the athletic section is to:

1. Establish standards of academic, athletic, and behavioral performance for students involved in interscholastic athletic programs at Morrice Area Schools
2. Outline the penalties for failure to meet the standards.

Morrice Area Schools (MAS) athletics are governed by the rules and regulations presented in this section along with those of the Michigan High School Athletic Association (MHSAA).

Taking part in Morrice athletics is an extracurricular privilege that is extended to those students whose scholastic record and citizenship status satisfies the standards set forth by this section.

### **PHILOSOPHY OF ATHLETICS: We Believe ....**

1. That the primary objective of going to school is to secure an education. The ultimate aim of education is to develop desirable and effective citizens and that athletics play a role in the total development of individuals.
2. The Morrice athletic program is based on the development of fundamental skills, self-discipline, team concepts and a positive attitude while maintaining a competitive posture.
3. Athletes should possess a deep sense of pride in their program and the school, and that all those connected with athletics give the school the highest type of representation.
4. Winning may be a highly motivating factor but is secondary to character building and sportsmanship. Teams and individuals must learn to accept both winning and losing gracefully.
5. These programs are part of the total educational program and participation will provide a number of opportunities and experiences, which assist students in self-expression, mental alertness, physical growth and educational maturity.
6. That all students who enroll in an athletic program are to be kept in that program unless they are recommended by a coach to go to a higher level program. Cuts may be made in the following programs:
  - a. All varsity level programs
  - b. J.V. Basketball and J.V. Volleyball, which hold a maximum of 15 students on the team
7. All players, coaches, and spectators shall abide by the good sportsmanship rules. Those who do not obey shall be evicted from the game or building. These evictions are at the sole discretion of the Athletic Director, Game Supervisor or School Administrator in charge.

### **DEFINITION OF AN ATHLETE**

Any student who is enrolled in a junior high or high school not later than the fourth Friday after Labor Day or the fourth Friday in February and whose name appears on a Master Eligibility form will be considered an

athlete according to MHSAA, for the duration of his /her junior/senior high school career.

All trainers, statisticians, scorers, managers and helpers must also abide by the following training rules and regulations.

### **CONDUCT OF AN ATHLETE**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community.

Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach at all times. Being an athlete carries with it a tremendous amount of responsibility.

Being an athlete means:

1. Your behavior on and off the field should always exemplify good sportsmanship.
2. You must avoid using foul language and berating officials or other players. Other forms of disrespect to people or equipment will not be tolerated.
3. You have vested interest in using and protecting school equipment and uniforms. Each athlete is financially responsible for all uniforms and equipment issued to them.
4. You should maintain a good appearance, good health habits, respect rules and authority, demonstrate leadership, promote team pride and discipline, and work to eliminate disruptive influences in the halls, classroom, practice field or wherever you may be as a player or spectator.
5. You will act as a positive role model on school grounds. Athletes that cause disruptive behavior, or fail to perform minimum standards of work in the classroom or on the field may lose the opportunity to participate in an upcoming contest and/or be disciplined in some other way. When a teacher contacts the Athletic Director about failing to meet these criteria, the Athletic Director will hold a conference with the athlete.
6. Athletes must show maturity and leadership in the use of social media (Facebook, Twitter) websites. Negative comments about players, coaches, teams and sports are not appropriate and will be handled as a violation of the code of conduct and will be handled based on the severity of the violation.

### **ACADEMIC ELIGIBILITY**

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In case of a conflict between MHSAA

and this Athletic Code, the most stringent rule will be enforced.

1. All student athletes must meet the MHSAA minimum academic eligibility to be considered to participate in Morrice Athletics.
2. The athlete's grades will be reported to the Athletic Director between 8:00 am and 3:00 pm on Wednesday. The Athletic Director will forward the ineligible students names to coaches. Any missing work, which could affect eligibility, must be submitted in plenty of time to give the teacher an opportunity to enter grades by 3:00 pm on Friday of the same week. Any student athlete deemed ineligible, will be assigned tutoring in place of practice, if the two conflict. The ineligible student athlete, who is assigned tutoring, will not be disciplined for missing practice, as the tutoring will be counted as practice. If the practices do not conflict, the ineligible student **MUST** attend tutoring in order to attend practice that same day. Students will produce written proof to their coach, from the teacher/tutor, that they attended tutoring that day to make them eligible to practice. If the student fails to produce the written documentation that they attended tutoring, then they will be prohibited from participating in the practice, and will be counted as an unexcused absence. If ineligibility continues as of Friday at 3:00 pm, the student athlete will be considered ineligible immediately, and will be ineligible until the following Friday (7 days ).
3. In order for a Morrice student to compete, he/she must be passing all seven classes or its equivalence on a weekly basis.- Students must be passing for the current Marking Period and the cumulative Semester grade.
4. An athlete that is ineligible will not be dismissed early for an athletic contest.
5. Semester Grades:
  - a. **Passing 6 out of 7 classes:** If an athlete fails one class at the end of the semester they are still eligible to participate the following semester. During the semester athletes must pass all seven classes.
  - b. **Passing 5 out of 7 classes:** If any athlete fails two classes at the end of a semester, they will be considered ineligible until the next eligibility listing comes out, but not to exceed two weeks. After the two-week penalty phase, he/she must be passing all seven classes on the weekly eligibility check to regain their eligibility. This rule applies to both semesters and carries over from one school year to the next, except for incoming ninth graders.
  - c. **Passing 4 or less out of 7 classes:** Students who fail to pass 5 out of 7 classes at the end of the semester will be considered academically ineligible for 60 scheduled school days. After the 60<sup>th</sup> day the student must be passing all seven classes on the weekly eligibility check to regain their eligibility.
6. **Credit Recovery:** A student may make up credit, from a previous semester, in a credit recovery program which will count towards their eligibility. The school will have 10 business days from the time they are officially notified by the credit recovery program/teacher to register the credit. Eligibility will be restored following all other academic eligibility requirements.
7. If a student is failing two or more classes he/she cannot practice with their team. However, this athlete must attend practice and be visibly working to improve their grades under the supervision of the coaching staff.
8. The ineligible player will be benched during the game and will appear in street clothes.

## **ATTENDANCE ELIGIBILITY**

Once a student exceeds the attendance credit level (currently nine days of absence in a semester) as defined in the Morrice Parent/Student Handbook, that student becomes ineligible at that point. The athlete will remain ineligible until the minimum requirements have been met.

## **TRAINING RULES AND REGULATIONS**

### **THE RULES AND REGULATIONS SET FORTH IN THIS DOCUMENT COVER MORRICE AREA SCHOOLS ATHLETES TWELVE MONTHS OF THE YEAR.**

1. The student's privilege to participate does not supersede a coach's right to coach or other team members' rights to practice or participate in a competitive manner. A coach may at any time dismiss a student from their squad for any justifiable reason. Before taking such actions, the athlete, coach and Athletic Director will meet to discuss the issues involved.
2. For both category "A" and "B" violations the athletic director or principal will meet with the student to explain the violation, the discipline for it, and the appeal process.

### **Group "A" VIOLATIONS**

Group "A" violations are considered serious acts which occur in school, at school events, away from school, or during the off season. Group "A" violations may include, but are not limited to, the following:

1. Possession, use, or transfer of controlled substances.
2. Possession, use, or transfer of alcoholic beverages.
3. Unlawful possession, use, or transfer of weapons/look- alikes.
4. Major theft.
5. Arson
6. Vandalism
7. Gross misbehavior.
8. Persistent disobedience.
9. Striking or threatening school personnel.
10. Assault
11. Use of any tobacco products.

### **DISCIPLINARY ACTION FOR GROUP "A" VIOLATIONS**

#### **FIRST AND SECOND OFFENSES:**

If a student or that student's parent voluntarily informs school officials of the violation, the disciplinary action will be reduced by half. The disciplinary action recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result. The athletic director or principal shall inform the student and parents of the disciplinary action.

**FIRST OFFENSE:**

After confirmation of the violation, the student shall lose the privilege of participation in there current activity (or next activity if not in season) for 20% of the season’s contests.

**SECOND OFFENSE:**

After confirmation of the violation, the student shall lose the privilege of participation in all activities (starting with their next activity if not in season) for 30%-60%. per administration.

**THIRD OFFENSE:**

After confirmation of the violation, the student shall lose the privilege of participation in all activities of school years administration may carry this over to the next sports season.

*Note: Any loss of privilege of participation will continue during the appeal process.*

**GROUP "B" VIOLATIONS**

GROUP “B” violations relate to conduct unbecoming of a representative of MAS. These violations can occur in school, at school events, away from school, or during the off season.

GROUP “B” violations may include, but are not limited to the following:

1. Skipping school.
2. Fighting
3. Insubordination
4. Threatening or harassing other students.
5. Cheating
6. Dismissal from class.
7. Minor theft.
8. Forgery
9. Sexual harassment.
10. Berating officials.
11. Using foul language.
12. Possession, use or transfer of any Malt beverages labeled as non-alcoholic.

**DISCIPLINARY PROCEDURE AND ACTION FOR GROUP "B" VIOLATIONS**

**FIRST OFFENSE:**

1. Discipline includes:
  - a. Loss of privilege and/or participation for up to one contest.
  - b. And/or other disciplinary procedures that the Athletic Director feels is warranted.
2. The athletic director or principal shall inform the student and parents of the disciplinary action.

**SECOND OFFENSE:**

1. Discipline may include:

- a. A loss of privilege and/or participation for two or more contests.
  - b. And/or other disciplinary procedures that the Athletic Director feels is warranted.
2. The athletic director or principal shall inform the student and parents of the disciplinary action.

**THIRD OFFENSE AND SUBSEQUENT OFFENSES:**

1. The athletic director or principal will meet with the student to explain the violation, the discipline for it, and the appeal process. At this point, it is possible that a Group “B” offense will be treated as a Group “A” offense and dealt with accordingly.
2. Discipline may include:
  - a. The student shall lose the privilege of participation in their current activity (or next activity if not in season) for five contests
  - b. And/or other disciplinary procedures that the Athletic Director feels is warranted.
3. The athletic director or principal shall inform the student and the parents of the disciplinary action and of the appeal process.

GROUP "B" Sanctions will be in effect for one calendar year.

*NOTE: Any loss of privilege of participation will continue during the appeal process.*

*Transfer students will serve at least the same period of ineligibility as imposed by their previous school.*

*A student who transfers to Morrice Area Schools after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Morrice Area Schools for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Morrice Area Schools and the Michigan High School Athletic Association (Regulation I, section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Morrice Area Schools.*

**Any athletic contract between coach and player/parent must be approved and signed by the Athletic Director and Principal prior to release.**

**ADDITIONAL RULES AND REGULATIONS:**

1. All athletes shall travel to and from away contests with the team. Exceptions can be made with the coach and proper documentation obtained either through the school office or at the discretion of the coach. Release of the student will be to parent only.
2. Athletes who are serving in school or out of school suspensions for violating provisions of the Student Code of Conduct shall not practice nor attend games during the term of the suspension. Suspensions are considered to take effect at 2:55 p.m. the day the athlete was informed of the suspension (or the time set by the Principal if different from the above rule.)
3. Athletes violating provisions of the Athletic Code may be required by the coach to practice with the team, attend games but not in uniform, and abide by team regulations.

4. Penalties for violating the Athletic Code shall not be served concurrently.
5. All students participating in Morrice athletics will only wear school-issued or approved uniforms during competition. This includes personally purchased apparel, like socks, hats, undershirts etc.
6. For weekend events, Friday's attendance will count as the day of the game. Any exception will be determined by the Athletic Director or Principal.

#### **UNIFORMS:**

1. All uniforms are to be turned in to the coach at the completion of each season. If a student/athlete fails to turn in any portion of their uniform, they will be unable to participate in any open gyms, weight training, conditioning or practice for any other sport until the entire uniform has been turned in and accounted for.
2. Uniforms are NOT to be turned in to the building secretary unless arrangements are made in advance by the coach.
3. Any item not returned will be billed to the student/athlete at the cost it will be to replace said items.
4. Uniforms will be turned in undamaged. Uniforms damaged other than that of normal usage for the sport will be the responsibility of the student/athlete to replace at the cost of replacement.

#### **ATTENDANCE REGULATIONS:**

1. An athlete shall be in attendance the entire school day and must participate in each class. Exceptions may be made for gym or weight lifting if approved by teachers and coaches on the day of an athletic contest. If an Athlete is more than fifteen minutes late for school or misses more than fifteen minutes of any class on any day, he/she will be ineligible to play, or practice, that day.
2. Excused school absences include: a death in the family or close friend, serious emergencies (recurring events should be corrected and are not considered emergencies), doctor or dentist appointments with verification, court appearances, or a pre-arranged absence.

Attendance in school is vital. If the athlete habitually misses school after a day of competition or misses school to avoid going to practice, the athlete will face disciplinary action, up to and including removal from the team.

#### **JOINING A TEAM LATE:**

Occasionally it may be necessary to go out for a sport after the first day of practice has passed. This will only be allowed if the coach does not have an objection and there is room on the team without cuts. No matter what the circumstance is, an athlete shall not be allowed to compete in a contest until they have made up the days of practice they missed. The Athletic Director will set the date in which the athlete may participate in a contest. Any exception to this is at the discretion of the Athletic Director or Principal.

#### **DROPPING FROM A TEAM:**

On occasion, an athlete may find it necessary to drop a sport. If this is the case, the following procedure

must be followed:

1. Talk with your coach.
2. Report your situation to the Athletic Director
3. Check in all equipment within five (5) school days of quitting the team.

An athlete desiring to drop from a squad prior to the end of the first two weeks of scheduled practice shall notify the coach or athletic director by the next scheduled practice and must turn in all equipment within five (5) school days.

An athlete quitting after the first two weeks of scheduled practice shall be prohibited from participation in another sport in the same season. It is very important for athletes and their team to complete the season that they start. Because of this, athletes will not be able to play a sport in the following season if they quit a team after the first two weeks. Exceptions will be made in extreme or unavoidable circumstances. Before quitting a team it is imperative to talk with the Athletic Director and Principal to ensure that you do not lose eligibility to play in a different sport during the next season.

### **TRAINING OR CONDUCT RULE VIOLATIONS**

Violations can be witnessed and reported by any school staff member, law enforcement agency, or by admission of the athlete.

1. Written verification of an athlete's violation shall be made to the Athletic Director or Principal within five school days, when school is in session. School vacations and summer vacation are natural exceptions to this rule, but verifications should be made as soon as possible.
2. The Athletic Director will inform the athlete and coach of the violation and suspension within three school days.

### **APPEALS**

An athlete may challenge the suspension by making an appeal to the Principal within 48 hours of notification of a suspension. A further appeal can be made within 48 hours by asking the Principal to convene an Athletic Board. This Athletic Board may be made up of a student council representative, teacher, coach, and a parent.

The athlete may have a fellow teammate, student council representative, parent or all three attend the meeting on their behalf. This committee is expected to reach a decision within 24 hours unless the athlete is informed that additional time is needed. The student may make further appeals to the Superintendent within 24 hours of the Athletic Boards' decision. All appeals and remedies are limited to:

1. Reinstatement to the team
2. Issuance of any award earned prior to the suspension.

## **ATHLETIC TEAM AWARDS**

1. Freshman Year Award - Numerals indicating the year that the athlete will graduate
2. Sophomore Year Award - An "Oriole" patch.
3. Varsity Award - 5 inch, 3 dimensional orange "M" on a black background. Being a member of a Varsity team does not automatically mean that all members will receive a Varsity letter. Athletic letters will be awarded to participants upon the recommendation of the Athletic Director or the coach of the sport in which they are participating.
4. An athlete shall not receive more than one junior high, one freshmen (when applicable), one junior varsity, and one varsity award during their junior/senior high school career.
5. Each award shall include a certificate Chevrons will be issued to the athlete who earns a letter for each year and in each sport after receiving the Letter "M" award.
6. The school reserves the right to recall for just cause, any athletic award granted. It also reserves the right to request that students remove improperly worn letter awards.

## **REQUIREMENTS FOR PARTICIPATION**

1. An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.
2. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests.
3. Parents or guardians of the athlete are required to obtain adequate insurance coverage for their children in the event of injury. Morrice Area Schools does not carry insurance for the athletes. The Morrice Area Schools Board of Education does not assume any liability for injuries to students while participating in interscholastic athletics. This, in effect means that the responsibility for expenses incurred in athletics for doctors, ambulance, or any medical expense of any injury will be assumed by the parent or guardian.
4. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and Proof/statement of status of medical insurance; and a receipt showing the athlete and there parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

## **MORRICE AREA SCHOOLS SAME SEASON/TWO SPORT/POLICY**

Athletes at Morrice High School are allowed to participate in more than one Sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A league contest will always take precedence over a non-league contest.
4. If league contests are scheduled on the same day, the athlete will participate in their primary sport.
5. MHSAA tournament events will take precedence over non-league or league events. In the event that two MHSAA tournaments are held on the same day, the primary sport will take precedence as in #5.
6. If non-league contests are scheduled on the same day, the athlete will participate in their primary sport.
7. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
8. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in their other sport.
9. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
10. All eligibility rules will remain the same.
11. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
12. Junior High multi-sport athletes will only be allowed two (2) hours of practice time per day.
- 13. Before being allowed to participate in two sports during a season, the athlete, the parents/guardian, AD, and the two coaches involved must meet and sign below.**

Student Athlete	Parent/Guardian
Primary Sport	Secondary Sport
Primary Sport Coach	Secondary Sport Coach
Athletic Director	Approved <input type="checkbox"/> Denied <input type="checkbox"/>

Reason for Denial:

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

#### **Truancy**

Absences from school (truancy) are not acceptable. After 10 days of truancy in any semester, a student will be considered an "habitual truant". The School will consider a student truant if:

- The student has an absence for more than five consecutive days.
- The student has absences for more than ten (10) days in a semester.

#### **Truancy may result in:**

- assignment to an alternative placement with loss of participation in school activities and events;
- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.
- Court Referral
- A student who has unexcused absences from school for ten (10) or more consecutive days may be dropped from Morrice Area Schools and must apply for re-enrollment.

#### **Age of Attendance**

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child aged six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in the subsection of section 380.1561. A child who was age eleven on or after December 1, 2009, or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen. The exceptions include but are not limited to, sending the child to a state-approved, nonpublic school or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by December 1 of the school year and is a resident of a school district that provides kindergarten work is entitled to enroll in the kindergarten [MCL 380.1147].

#### **Enforcement and the Attendance Officer**

Attendance officers are employed by an intermediate school district or local school district. The attendance officer has the powers of a deputy sheriff within the school district while performing official duties and pursues cases of nonattendance which are reported to them by the proper authority. The attendance officer,

upon receiving notice of that fact, must give written notice either in person or by registered mail requiring the child to appear at school on the next regular school day following receipt of notice and to continue in regular and consecutive attendance in school. If the parent or legal guardian fails to comply with the notice, the attendance officer must make a complaint against that individual in the proper court for refusal or neglect to send the child to school. The court then issues a warrant and proceeds to hear and make a determination in the case. The law also states that a parent or legal guardian who fails to comply with the compulsory school attendance section of the Revised School Code is guilty of a misdemeanor [MCL 380.1571- 380.1599].

### **Attendance Exceptions**

A child is not required to attend a public school in the following cases: A child who is attending regularly and is being taught in a state-approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the nonpublic school is located. A child who is being educated at the child's home by their parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar. The child who has graduated from high school or has fulfilled all requirements for high school graduation [MCL 380.1561].

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

**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, or other reasons 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.

### **Medical Absences:**

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 2 days on the day of the absence or by the following day. They are to call the main office of their students building and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up for the missed school work.

Students who are excusably absent for more than 5 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events concerning his/her frequent absence from school.

### **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. Automatic alert phone calls 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 to the attendance line or by a note.

**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 an 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. Students 18 and over must also sign out through the principal's office with their parent's permission.

### **Make-Up Work**

Students that are absent will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as they were absent to turn in the make-up work. The student is responsible for obtaining assignments from their teachers. If students are absent on a day of a scheduled test or project due date, students will be expected to complete the test or have the project ready to turn in the first day upon their return.

### **Tardies: Elementary Level**

A student who is not in his/her assigned location by the start of the school day shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

### **Tardies: Middle and High School**

Students are expected to be in class and ready to receive instruction when the bell rings. Students are expected to use the four minutes of passing time to use the bathroom, go to their lockers if needed, and report to their next class. Students should not hang out in other classrooms during passing time. If students are late because they were detained by school personnel, they must have a pass. Parents will be notified by an automated system when a student is tardy to class. Unexcused tardies will be documented by the teachers in the following manner for tardiness during a quarter.

### **Tardy Policy Consequences (Based on tardies in a class period per quarter)**

1st tardy - Tardy is recorded by teacher

2nd tardy - Tardy is recorded by the teacher and the teacher meets with student

3rd tardy - Teacher communicates with family/guardians

4th tardy - Teacher writes a referral for a Lunch detention

5th tardy - Teacher writes a referral for an After School Detention or 2 hour Saturday Detention

6th tardy - Teacher writes a referral for a Saturday Detention 4 hours

7th tardy and beyond - Teacher writes a referral and administration will assign a one day of in-school suspension (ISS)

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the student's teacher(s) beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **Notification of Absences**

If a student is going to be absent, the parent must contact the school and provide an explanation. If prior contact is not possible, the parent should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help the parent improve their child's attendance.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## CODE OF CONDUCT

A major component of the educational program at Morrice Area Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

### **School Dress Code/Student Appearance**

Morrice Areas Schools' dress code policy supports equitable educational access and is written in a manner as to not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

All students who attend Morrice Area School are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should allow students to participate fully in their educational process.

### **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 entendres/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

### **Head Coverings**

1. Hats/Bandanas/Scarves/Sunglasses/Hoods are not to be worn in the building and shall be removed when entering the building and stored in backpacks. 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 wearing sleeveless shirts must have a minimum 3-inch strap covering the shoulder area. Undergarments are to be covered at all times.

### **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.
3. Excessively low rise or saggy pants are not considered appropriate dress

### **Shoes**

Footwear must be worn by all students at all times. Proper footwear (tennis shoes) must be worn for P.E. and recess time. Flip-flops and some other shoes (dress shoes) are not safe for P.E. or playground activities and should not be worn to school. To promote safety, a student may be restricted from some activities if they do not have appropriate footwear. If footwear breaks, it is parent's responsibility to bring alternate footwear for the remainder of the school day.

### **Accessories**

Pointed spikes or studs, chains, and any other articles of clothing that could be used as weapons are prohibited. This includes chains that are used to "protect" wallets.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **TITLE IX 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 rights, 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. Please see policy 2266

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

### **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

### **Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

**Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

**Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

**Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a schoolrelated activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

**False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

**Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

**Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

**Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

**Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

**Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

**Possession of Electronic Communication Devices**

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions. Unless permission has been given by the building principal, during school hours and on a school vehicle, the cell phone or other ECD remains off and out of sight. Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight. The use of cell phones and other ECDs in locker rooms and bathrooms is prohibited. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

**Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

**Violation of bus rules**

Please refer to Section V on transportation for bus rules.

**Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

**Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g. internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to

District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the superintendent's office 517-625-3142.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;

- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

### **Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

### **Bullying and Other Aggressive Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

**Bullying** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**Harassment** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

## **Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

## **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes: writing assignments; change of seating or location; lunch-time **or** after-school detention; in-school restriction; Saturday school.

### Detentions

A student may be detained after school or asked to come to school early by a teacher or an administrator, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

### In-School Discipline

The Saturday school will be scheduled as needed by the building principal. Each student shall arrive with sufficient educational materials to remain busy during the assigned Saturday school/in school restriction.

A student missing any portion of his/her assigned time in in-school restriction **or** Saturday school may receive additional consequences. Failure to timely serve in-school restriction **or** Saturday school may lead to a suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may be appealed in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- \* the charge and related evidence;
- \* the time and place of the Board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if the Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the BOE during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 15 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the BOE. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Morrice Area Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items

which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live in the district. The transportation schedule and routes are available by contacting the transportation department at 517-625-3142.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

#### During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;

- not tamper with the school vehicle or any of its equipment.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

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

The following rules shall apply:

Students under age eighteen (18) must have written parental permission prior to driving to school.

Students shall complete the Student Vehicle Form and provide evidence of:

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

When the school provides transportation, students shall not drive to school-sponsored activities.

- unless written permission is granted by their parents and approved by the principal.
- Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.