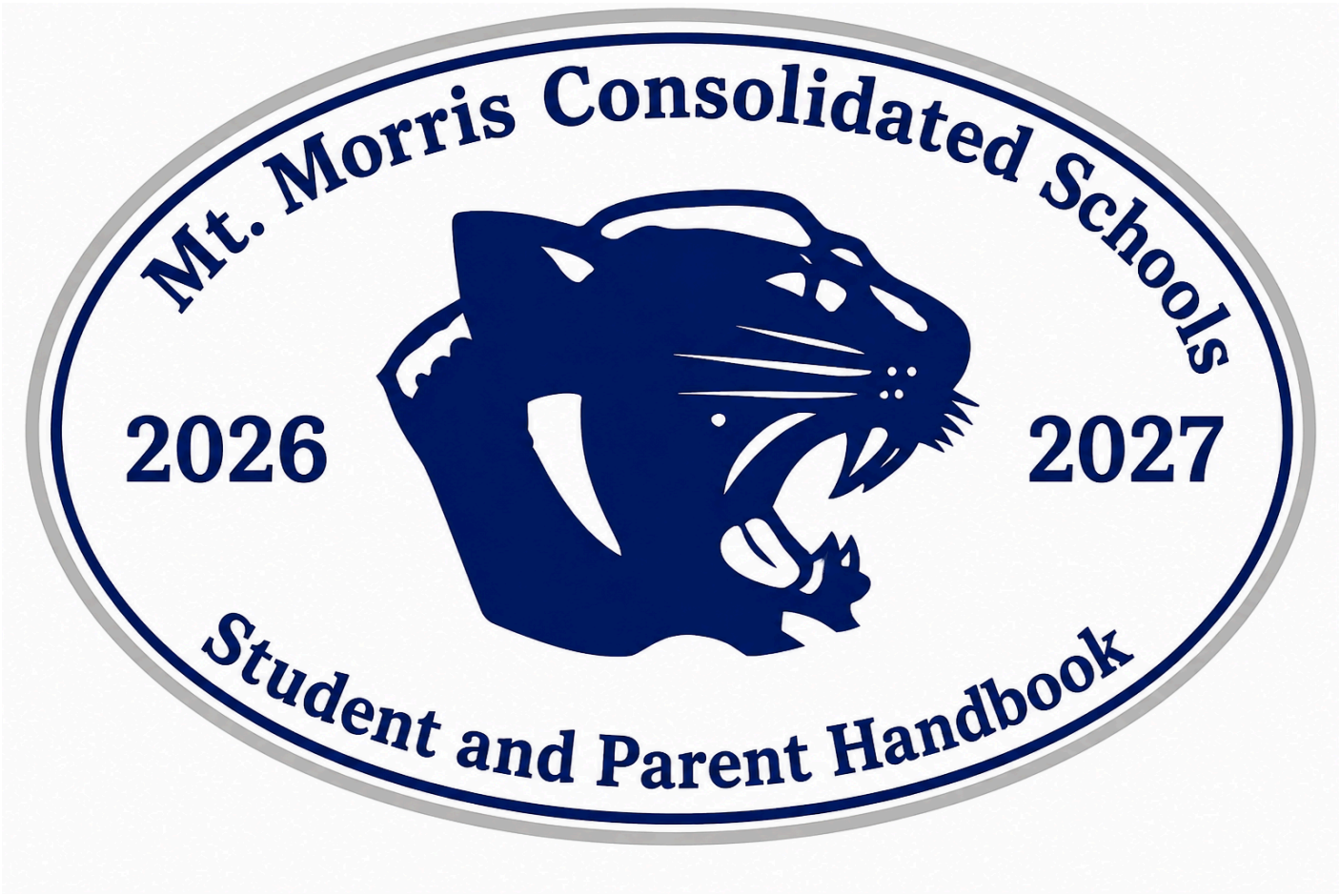


Mt. Morris Consolidated Schools Mission Statement:

"The Mission of the Mt. Morris Consolidated Schools is to inspire excellence, instill integrity and foster innovative thinking for lifelong learning."

District Slogan:
"Learning for a Lifetime"

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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. This handbook summarizes and references 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 student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for your use as a Mt. Morris family. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that

are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook.

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 the date of publication. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2026, the language in the most current policy or administrative guideline prevails.

BOARD OF EDUCATION

The Board of Education is a seven member elected body responsible for setting policies that deal with organization, management, and control of the school district. The Board adopted mission for the Mt. Morris Consolidated Schools states:

The mission of Mt. Morris Consolidated Schools is to inspire excellence, instill integrity, and foster innovative thinking for lifelong learning.

The district will maximize the use of all its human, material, and fiscal resources to provide an educational program that will meet the individual social, emotional, and intellectual needs of its students, build positive self concepts, and enable them to successfully manage the changes the future will bring.

Inasmuch as a quality education program requires a partnership between the schools, the home, the community, government, business, and industry, the district will serve to create and strengthen these bonds whenever possible.

The District slogan is "Learning for a Lifetime."

BOARD OF EDUCATION - MEMBERS

Amy Plyler - President
Arlene Wilborn - Vice President
Mary Severn - Treasurer
Stephanie Rowe - Secretary
Pam Sprague - Trustee
Angela Williamson - Trustee
Darren Bagley - Trustee

ADMINISTRATION - CENTRAL OFFICE

Central Administration is responsible for the directing, coordinating, and implementing of school board policies and guidelines established to reach district educational goals. It is the responsibility of the central administration to provide internal and external leadership, enhance relations with the community, and move the district toward its mission.

ADMINISTRATORS - CENTRAL OFFICE

Superintendent of Schools . . . . . Mickie Kujat
Assistant Superintendent . . . . . Dr. Rob Bueche

BUILDING INFORMATION

E. A. JOHNSON HIGH SCHOOL 8041 Neff Road Mt. Morris, MI 48458 **Main Phone:** 810.591.2370 **Fax Line:** 810.591.7105 **Counseling:** 810.591.3475 **Attendance:** 810.591.3420 Nick Carr, Principal Jenni Telder, Assistant Principal Jeff Kline, District Athletic and Facilities Director	**Office Hours:** 7:00a- 3:00p **School Day:** 7:30a- 2:30p **Drop off Starts:** 7:15a **Early Release Day:** 7:30a- 12:10p **Half Day:** 7:30a- 10:41a
MT. MORRIS MIDDLE SCHOOL 12356 Walter Street Mt. Morris, MI 48458 **Main Phone:** 810.591.7100 **Fax Line:** 810.591.7105 Courtney Gustafson, Principal Jen Mason, Assistant Principal	**Office Hours:** 7:00a- 3:00p **School Day:** 7:40a- 2:40p **Drop off Starts:** 7:25a **Early Release Day:** 7:40a- 12:20p **Half Day:** 7:40a- 11:00a
MONTAGUE ELEMENTARY SCHOOL (4-5) 344 Mt. Morris Street Mt. Morris, MI 48458 **Main Phone:** 810.591.3750 **Fax Line:** 810.591.8079 Dr. Shalanda Ellison, Principal	**Office Hours:** 8:00a- 4:00p **School Day:** 8:38a- 3:30p **Early Release Day:** 8:38a- 1:30p **Half Day:** 8:38a- 12:05p
MOORE ELEMENTARY SCHOOL (2-3) 1201 Wisner Walter Street Mt. Morris, MI 48458 **Main Phone:** 810.591.6090 **Fax Line:** 810.591.8077 Helena Morrow, Principal	**Office Hours:** 8:00a- 4:00p **School Day:** 8:45a- 3:37p **Drop off Starts:** 8:35a **Early Release Day:** 8:45a- 1:37p **Half Day:** 8:45a- 12:12p
PINEHURST EARLY ELEMENTARY (Y5- 1) 1013 Pinehurst Blvd.Walter Street Mt. Morris, MI 48458 **Main Phone:** 810.591.2760 **Fax Line:** 810.591.8070 Anne Bennett, Principal	**Office Hours:** 8:00a- 4:00p **School Day:** 8:58a- 3:50p **Drop off Starts:** 8:45a **Early Release Day:** 8:58a- 1:50p **Half Day:** 8:58a- 12:20p
MT. MORRIS EDUCATION AND COMMUNITY CENTER **(Alternative & Adult Education)** 1000 Mt. Morris Road Mt. Morris, MI 48458 **Main Phone:** 810.591.4680 **Fax Line:** 810.591.3484 Willie Beck, Principal	**Office Hours:** 8:00a- 4:00p **School Day:** 8:00a- 3:30p **Early Release Day:** 8:00a- 1:30p **Half Day:** 8:00a- 12:10p

Additional District Phone Numbers

Special Education & Student Services: 810-591-3431
Transportation (Bus Garage): 810-591-3390
District Parent Leader: 810-591-8701

Athletic Office: 810-591-4540
Food Services: 810-591-3412

BOARD OF EDUCATION POLICY - MT. MORRIS SCHOOL DISTRICT

INTRODUCTION

Student Handbooks are available digitally through annual online enrollment completion for all current and new enrollees. The handbook will also be available on the district website. Students and parents should familiarize themselves with the policies and procedures contained in the school handbook.

A primary objective of the Mt. Morris School District is to assist each student to develop into a responsible, self-controlled individual, able to and willing productive community member. An aspect of the growing up process is respect for rules and regulations established for the protection of the rights of all members of the school community. Violations of these rules and regulations are harmful to the rights and privileges of others and cannot be tolerated.

The discipline policy of the Mt. Morris School District is based on humanitarian principles and ideals and recognizes the dignity and worth of each student. When it becomes necessary to use corrective measures, the action taken is to be based on an understanding of the student and on sound guidance principles.

The immediate objective of school discipline is to maintain effective learning conditions; the ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable, self-controlled behavior.

EQUAL EDUCATION OPPORTUNITY: CIVIL AND EDUCATIONAL RIGHTS

In Accordance with:
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Section 504 of The Rehabilitation Act of 1973

In accordance with Board Policy, 2260: Mt. Morris Consolidated School District provides an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including sexual orientation or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

If any person believes that Mt. Morris Consolidated Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, they may bring forward a complaint, which shall be referred to as a grievance, to the District Compliance Officers. The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Civil Rights Coordinators").

<table>
<tr><td colspan="2">District Civil Rights Coordinator

Dr. Rob Bueche, Assistant Superintendent
12356 Walter Street, Mt. Morris, MI 48458
810-591-8760
rbueche@mtmorrisschools.org</td></tr>
<tr><td>District Compliance Officer

Courtney Gustafson</td><td>District Compliance Officer

Nick Carr</td></tr>
</table>

Middle School Principal 12356 Walter Street, Mt. Morris, MI 48458 810-591-7100 cgustafson@mtmorrisschools.org	EAJ High School Principal 8041 Neff Rd, Mt. Morris, MI 48458 810-591-2370 ncarr@mtmorrisschools.org

Grievance Procedures

The person who believes the student has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Civil Rights coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. The student may initiate formal procedures according to the following steps.

1. A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complaint within five (5) days.
2. If the complainant wishes to appeal the decisions of the Local Civil Rights Coordinator, the student may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
3. If the complainant remains unsatisfied, the student may appeal through a signed, written statement to the board of Education within five (5) business days of his receipt of the superintendent's response in step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.
4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington D.C. 20201.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

Mt. Morris Consolidated School District
Adopted by Board of Education
April 9, 1973
Revised, April 2019

Compliance with Title IX

As a condition of receiving Federal funds, a school agrees that it will not exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in its educational programs or activities unless expressly authorized to do so under Title IX or its implementing regulations. The Department treats a student's gender identity as the student's sex for purposes of Title IX and its implementing regulations. This means that a school must not treat a transgender student differently from the way it treats other students of the same gender identity. The Departments' interpretation is

consistent with courts' and other agencies' interpretations of Federal laws prohibiting sex discrimination.

A school's Title IX obligation to ensure nondiscrimination on the basis of sex requires schools to provide transgender students equal access to educational programs and activities even in circumstances in which other students, parents, or community members raise objections or concerns. As is consistently recognized in civil rights cases, the desire to accommodate others' discomfort cannot justify a policy that singles out and disadvantages a particular class of students.

Sexual Assault and Sexual Harassment Information

Pursuant to MCL 380.1508, the Michigan Department of Education (MDE) developed age-appropriate informational materials for students in grades 6-12 titled, "Sexual Harassment and Sexual Assault Information Guide." As required by law, the educational materials must include information regarding what constitutes sexual harassment and sexual assault, an explanation that sexual harassment and sexual assault are not the victim's fault, and resources for people who have experienced sexual harassment or sexual assault, including but not limited to information on Title IX, appropriate contact information for organizations that offer assistance to victims of sexual harassment or sexual assault, district policy on sexual assault and sexual harassment, and actions that the individual may take.

This information can be found under the Sexual Assault and Sexual Harassment Resources menu option at**:** **https://bit.ly/shsainfo**

PARENT INVOLVEMENT

STAKEHOLDER RESPONSIBILITIES
Rights carry with them certain responsibilities which must be shared by the student, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed below:

RESPONSIBILITIES OF STUDENTS

- To attend school regularly, on time prepared to learn to the best of their ability; teachers may assign an after-school detention when the student fails to complete a required assignment.
- To respect the rights of others.
- To respect the property of others, including school property which parents have paid for through taxes.
- To follow the reasonable requests, instructions, and directions of school personnel, and to contribute at all times to the peace and tranquility of the school.
- To communicate ideas for improvement of the school through representative student government and appropriate staff.

RESPONSIBILITIES OF PARENTS

- To assist your child in attending school regularly and on time.
- To provide for your child's health, personal cleanliness, acceptable grooming, and suitable dress.
- To listen to, consult with, understand, and trust your child.
- To work with school personnel and community groups to communicate concerns which may interfere with a child's education (medical, personal, academic, etc.).
- To teach your child to respect lawful procedures and the rights of others, and F. To be responsible for and insistent upon your child's understanding and development of self-reliance and independence.

RESPONSIBILITIES OF TEACHERS

- To know and enforce consistently and fairly the rules.
- To respect the individuality of students.
- To assist students in becoming self-reliant and independent.
- To work with parents, students, and school staff to provide for positive change.
- To notify parents and/or students that they may be failing the course.

RESPONSIBILITIES OF ADMINISTRATIVE STAFF

- To know and enforce consistently and fairly the rules and policies of the individual school and the school district.
- To establish a climate of understanding toward all students, parents, and staff.
- To encourage innovative practices in the individual buildings, which will increase student's self-respect and self-reliance.

RESPONSIBILITIES OF THE BOARD OF EDUCATION

- To hold the Superintendent and School employees responsible for the fair and consistent application of policies of the Board of Education.
- To work to adopt clear, understandable policies that enforce the goals of the school system.
- To maintain open communication with all segments of the community to foster attainment of the best possible educational environment.

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 the student's 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 the child's 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 or designee. Adult students (age eighteen (18) or older) must follow all school rules. When a student attains the age of 18, a written request may be filed in the main office asking that the student be completely responsible for obtaining an education and be allowed to represent herself/himself in all matters pertaining to the school. This form must be signed by parents in the presence of a principal or notary.

(See also Board Policy 5780 – Student/Parent Rights and associated Administrative Guidelines.

Students, like all citizens, have rights guaranteed by the Constitution of the United States and the State of Michigan. Specifically pertinent to the school setting are those rights contained in the First and Fourteenth Amendments that relate to freedom of speech, press, assembly, petition, due process, and equal protection.

A primary task of the school is to create a stimulating learning climate for all students. Such a climate includes a broad exposure to the rights and responsibilities of citizens in a democratic society. That the school community is educating the young for citizenship is reason for scrupulous protection of the

constitutional freedoms of the individual involved. These statements present opportunities for students to exercise their rights and assume their responsibilities for citizenship.

Equity and balance should always be present in our schools. This can be accomplished only when the rights of students are equitable and balanced by the responsibilities on which the rights are based.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way they exercise and must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others. To achieve the goal of a democratic society, the staff, students, and parents must work cooperatively to avoid the extremes of regimentation on the one hand and anarchy on the other.

These statements set forth the rights of students in the public schools of Mt. Morris and the responsibilities which are inseparable from these rights. These statements should not be interpreted as being all inclusive for the student has rights guaranteed by the constitution and the law.

EDUCATION

Students have the right to an education, and they also have the responsibility not to interfere with or threaten the education of others by their actions.

Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school.

Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing those channels provided for this purpose.

STUDENT ACTIVITIES

Students have the right to participate in school activities regardless of race, sex, color, creed, religion, national origin or physical handicap.

Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements legitimately related to the purpose of the activity.

Students temporarily suspended from school shall not be allowed to attend or participate in any curricular or extracurricular activities during the time of their suspension.

SPEECH AND EXPRESSION

Students have the right to express their opinions either verbally or symbolically as long as they do not disrupt the educational process.

As an intellectual being, students have a right to search vigorously for truth by examining opposing ideas and to expound and express in an orderly manner whatever views command the assent of their minds. Where soundness of their position can neither be proved nor disproved with documentation, they shall in no way be penalized academically for holding these views.

A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others and students have the right to have their own personal reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

PETITION

Students have the right to present petitions; however, the collecting of signatures on petitions shall not disrupt classroom procedures and not interfere with the educational process.

Students shall not be subjected to disciplinary measures for initiating or signing a petition providing that the petition is free from obscenities, libelous statements, and personal attack and the obtaining of signatures or signing of the petition does not disrupt the educational process.

PRESS

School-Sponsored Publications: The district will exercise editorial control over the content and style of school-sponsored or classroom produced publications, theatrical productions and other expressive activities reasonably related to legitimate educational concerns. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.

Non-School-Sponsored Publications: Students who edit, publish, and/or wish to distribute non-school-sponsored handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility for the content of such publication and may be restricted as to the time and place of distribution or may be prohibited from distribution if the principal determines that the material is libelous or obscene according to current legal definition, or would threaten to disrupt the educational process.

The responsibility and authority for decisions based on the standards mentioned above are vested with the principal or to whomever they delegate this authority.

ASSEMBLY

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conduction and/or participating in demonstrations which interfere with the operation of the school or classroom are inappropriate.

PROPERTY

A student's personal property is his/her own. Students are, however, discouraged from bringing to school valuable items such as jewelry, which could be stolen, damaged or prove disruptive to others. If valuable personal property is to be used in a school-related project, the student should arrange with staff for its keeping.

The following rules shall apply to search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession.

1. There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rules violation.
2. School officials are authorized to access a student's locker at any time without prior notification to the student when there is reasonable suspicion that contraband may be present in the locker.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. TV, VCRs, CD players, radios, audio tape players, headphones, pagers, beepers, laser pointers and children's toys are not allowed as well as other disruptive devices.
6. Skateboards, roller blades, scooters and Heely's are not to be on school property.

SEARCH AND SEIZURE:
It is the intent of Mt. Morris Consolidated Schools to maintain a safe, secure, weapon and drug-free environment. The following devices and strategies are used to assist school administrators in monitoring the grounds:

1) Detection canines to check lockers, vehicles parked on school property and random classroom checks of book bags, athletic bags, backpacks, and purses.
2) Video cameras as well as any other electronic devices as appropriate.
3) Metal detectors.

In accordance with Board Policy 5771, school officials maintain the right to seize items in a student's possession and may search school property (lockers, desks, etc.) assigned to a student as well as vehicles on school property. In such cases there should be reasonable cause to believe that items in possession are illegal, in violation of school rules, or constitute a hazard to the health and safety of the student or others. It is also understood that the principal or their designee has the authority to enter and search personal property located on school property and seize items covered by this regulation. From time to time, law enforcement officials working in conjunction with school officials will conduct non-invasive searches of lockers and vehicles in school parking lots.

INJURY AND ILLNESS

All injuries on school grounds (during and after school) must be reported to a teacher, the office, or a coach. If a minor injury, 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.

(See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

School Related Accidents

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

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; and/or present evidence of the student’s ability to participate in an educational program.

(See also Board Policy 2412 – Homebound Instruction Program and associated Administrative Guidelines.)

Michigan Annual Notices

The following notices are available for review through accessing the Board Policies found on Mt. Morris Consolidated Schools' website: www.mtmorrisschools.org

- Drug prevention memorandum to parents: Board Policy 5530
- Parent / student acknowledgement of risk when participating in interscholastic athletics: Board Policy 2431
- Parent / student acknowledgment of receipt of education materials on the risks of concussions, as developed by the Department of Community Mental Health: Board Policy 5340.01
- Blank authorization by parents for a child to go on trips associated with a co-curricular or extra-curricular activity, such as football, band, etc.: Board Policy 8640
- Parent notification regarding blood-borne pathogens: Board Policy 8453.01
- Parent notification regarding sex education and AIDS classes: Board Policy 2414.

SECTION 1- 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.

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. court papers allocating parental rights and responsibilities, or custody (if appropriate);
C. proof of residency;
D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents 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 building secretary will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 – Children and Youth in Foster Care)

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. (See Board Policy 5114 – Foreign and Foreign-Exchange Students)

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.

SCHEDULING AND ASSIGNMENT

At the 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.

At the 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 Counseling Office. 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.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent 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. (See also Board Policy 5200 – Attendance, Board Policy 5230 – Late Arrival and Early Dismissal, Board Policy 5223 – Absences for Religious Instruction, and associated Administrative Guidelines.)

More information regarding early dismissal and late sign in can be found in Section IV- Student Conduct under Attendance and Tardy Policy.

TRANSFER OR WITHDRAWAL FROM SCHOOL

If a student plans to transfer to another school or withdraw from school, the main office must be notified. The student's parent or guardian should also notify the school prior to leaving. Students are expected to follow this check-out procedure before leaving school:

1. Report to the main office for a check-out form
2. With the assistance of a hall monitor the student's locker should be cleaned out; texts and school property returned to the appropriate EAJ staff member; and the checkout form completed by each teacher and returned to the main office.

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student’s parents. (See also Board Policy 5130 – Withdrawal from School.)

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State 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 Local Health Department.

(See also Board Policy 5320 – Immunization, Board Policy 5111.01 – Homeless Students, Board Policy 5111.03 Children and Youth in Foster Care, and associated Administrative Guidelines

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.

(See also Board Policy 8450 – Control of Casual-Contact Communicable Diseases, et seq. and associated Administrative Guidelines.)

HEAD LICE PROCEDURE

Whenever a student is found to be infested with head lice, they are to be sent home for treatment . The student may remain in school until the end of the school day, but shall be restricted from activities involving close head-to-head contact or sharing personal items with other children. The student may be readmitted to school the following day, but will be subject to examination by appropriate school personnel demonstrating that no live lice are found.

MEDICATION/PRESCRIPTION AND NON-PRESCRIPTION

In accordance with Board Policy 5330, parent(s)/guardian(s) must bring all prescription and non-prescriptive medication to the office with a written physician's verification and parental request that the medication be administered at school by school personnel. This request must include the physician's directions for administration. A written record of receipt and administration of medication must be kept in the office. Failure to adhere to this policy could result in a Group II Violation and consequences.

A student may possess and use:

A. A dry powder inhaler to alleviate asthmatic symptoms or for use before exercise to prevent the onset of asthmatic symptoms; and/or
B. An epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis

The student must have approval to possess and use the inhaler or epinephrine auto-injector from the student's physician or other health care provider authorized by law to prescribe an inhaler or epinephrine auto-injector and, if the student is a minor, from the student's parent or legal guardian. The principal must have received a copy of each written approval.

Additionally, there must be on file with the school a written emergency care plan that contains specific instructions for the student's needs, that is prepared by a physician licensed in this state in collaboration with the student and the student's parent or legal guardian, and that is updated as necessary for changing circumstances.

CARE OF STUDENTS WITH DIABETES

In accordance with Board Policy 5336, students who are impacted by diabetes may receive appropriate and necessary diabetes care in accordance with medical documentation from the student's treating practitioner.

Once this is received, the District will inform the parent or guardian that the student may be entitled to a Section 504 Plan regarding the student's diabetes.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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 their 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 (Human-immunodeficiency), 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 (Human-immunodeficiency), 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.

(See also Board Policy 8453 – Direct Contact Communicable Diseases and associated Administrative Guidelines.)

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. (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on 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 the Director of Special Services at (810)591-3421 to inquire about evaluation procedures and programs. (See Board Policy 2460 – Special Education and associated Administrative Guidelines)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular program offered by

the District. Parents should contact the Assistant Superintendent at (810)591-8760 to inquire about evaluation procedures and programs offered by the District.

(See also Board Policy 2225 – Students with Limited English Proficiency (LEP) and associated Administrative Guidelines.)

STUDENT RECORDS

Mt. Morris Consolidated Schools 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 Board Policy 8350 – Confidentiality and the associated Administrative Guideline.). 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 student's name.

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) notice which can be found on the district's website at www.mtmorrisschools.org.

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 building principal or designee. 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, the student's 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 their parents;
B. mental or psychological problems of the student or their 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 their 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

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

FERPA@ED.Gov; and PPRA@ED.Gov.

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.

(See also Board Policy 2416 – Student Privacy and Parental Access to Information, Board Policy 5780 – Student/Parent Rights, Board Policy 9130 – Public Complaints, and associated Administrative Guidelines.)

TEXT/LIBRARY BOOKS

Textbooks and workbooks are provided free for student use by the Mt. Morris Schools. Students are responsible for the proper care and return of the books issued to them. Texts will be distributed by classroom teachers and book numbers recorded. Students must return text or library books which are checked out to them or they will be charged. A charge will also be made for unnecessary damage to any text or library book issued to a student. All unpaid fines will accumulate from year to year. These fines must be paid in full prior to pick-up of cap and gown in the senior year.

STUDENT FEES, FINE, AND SUPPLIES

Generally, fees are not levied for the use of equipment, texts, workbooks, or other materials used in the classroom under Michigan law. Fines will be assessed for loss of, damage to, or misuse of equipment or materials furnished by the school (including calculators). The fine will be used to pay for the damage, not to make a profit.

DAMAGE TO SCHOOL PROPERTY

In accordance with **Board Policy 5523- Care of District Property**, students who damage school property may be subject to discipline and required to pay to replace or restore the property.

TOBACCO FREE SCHOOLS LAW

Tobacco use of any kind (chewing, cigarette/cigar, vaporized, electronic) is banned from all school buildings and property at all times. This includes any vehicles that are parked on school property as well.

PARKING LOT

Each Mt. Morris Consolidated Schools building is equipped with a parking lot for visitors, and we ask that all visitors park in designated parking spots instead of along the curbway and sidewalks. This helps to prevent congestion, vehicular damage, or safety concerns from arising. Please note that visitors may be ticketed for improper parking.

EMERGENCY RESPONSE PROTOCOLS

Practice drills for emergency responses (evacuation, shelter, lockdown, and secure mode) will be conducted on an unannounced basis throughout the school year. Since exact procedures are different for each room and area of the building, teachers will review the posted procedures at the beginning of the school year and periodically throughout the school year. All students are expected to remain silent in these situations due to the need for directions or safety processes to be clearly heard at all times. Any student who is unable to observe this expectation may be subject to disciplinary measures.

For your reference, the various school safety modes have been included in Appendix A of this handbook.

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* (Board Policy 8405) and asbestos management plan will be made available for inspection at the Board offices upon request.

SCHOOL-HOME COMMUNICATION

Communication between the school and home is extremely important. Parents will receive a newsletter with progress reports and report cards. All parents are invited to attend Parent Council meetings (dates and times will be announced). An Informational article regarding each school will appear in each edition of "The Panther Pride." In addition, teachers, counselors, and principals often call parents to arrange conferences. Parents are also encouraged to access the School's web site as a communication tool. Teacher e-mail addresses and web pages can be viewed from this site. Further, parents are encouraged to utilize "ParentVue" to view attendance, grades, and other information specific to their child. There is a link to "ParentVue" on the District's web site at: www.mtmorrisschools.org. Also, at times it may be necessary to make automated building-wide calls home using the Apptegy Rooms app. In such cases, the first phone number on the student's contact list will be used.

EMERGENCY CLOSING AND DELAYS

If the District or a school must be closed or have a delayed start because of inclement weather (or other conditions), the information will be posted via our District website: www.mtmorrisschools.org and through the following television stations:

CBS (WNEM): Channel 5; ABC (WJRT): Channel 12; NBC (WEYI): Channel 25; FOX (WSMH): Channel 66

Parent/guardians and students are responsible for knowing about emergency closings and delays. In order to provide immediate communication in these special circumstances, our District will be using Thrillshare to notify families through our mobile app regarding cancellations and other emergency information (messages may be transmitted as a text message, push notification, or voice message). Parents/guardians are also asked to keep their contact information updated through their child's school office and are strongly encouraged to download the District mobile app, which will be the official method for communication when weather-related closings arise.

TELEPHONES

School telephones are for calls related to school business, personal emergency, and/or illness only.

ELECTRONIC DEVICES

The policy of the Mt. Morris School District is to regulate student usage of a cell phone and electronic devices during school hours. Electronic devices include, but are not limited to: MP3 players, cameras, tape/CD players, video game devices, iPads, notebooks, tablets, eBooks, personal laptops, laser pointers, radios, pagers, beepers, walkie talkies (long/short range), portable CB radios, portable short-wave radios, portable police scanning devices, and their earphone attachments, such as, but not limited to, earbuds, Bluetooth, and headphones. Following is the policy adopted by the Mt. Morris Board of Education.

A. A student who possesses a cellular phone or electronic device shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or electronic devices brought onto its property, even in the event the phone is confiscated by the staff or the administration.

B. Students are allowed to bring a cell phone or other electronic devices to school and access them before school or after school. Phones and any other electronic devices or their accessories are not to be brought into the classroom or used, for any reason, at any time.

C. All cell phones and electronic devices must be powered off and stored out of sight in lockers. Students who fail to follow the expectations of proper and timely cell phone or other electronic device use will have the following penalties imposed (also listed in the Behavior Consequence Matrix). In addition, the administration reserves the right to modify the consequences, as appropriate.

    - 1st offense (minor): Phone or electronic device will be confiscated for the day, and will be returned at the end of the school day. Parents or Guardians will be contacted.
    - 2nd offense (major): Phone or electronic devices will be confiscated, parent or guardian will be required to pick up the phone or electronic device and sign acknowledgement of policy. Student will be required to turn the phone in to the office at the beginning of the school day going forth.
    - 3rd offense (major): Phone or electronic device will be confiscated, parent or guardian will be required to pick up the phone or electronic device and will be notified that the student is no longer allowed to bring the device(s) on to campus.
    - 4th offense (major): Phone or electronic device is confiscated, parent contacted and required to pick up the phone or electronic device, and insubordination consequences imposed.

D. Students may NOT use cell phones or electronic devices in locker rooms, rest/bathrooms, or any other location where a reasonable expectation of personal privacy exists.

E. Parents who need to reach their students are encouraged to contact the main office at the phone numbers provided above.

BOOKBAGS/BACKPACKS

Bags and backpacks are recognized as an effective organizational/educational tool, which assists the student to be prepared for school. Students will be allowed to bring backpacks to school to transport necessary school related items such as gym clothes, shoes, lunches, etc. Once students enter the school, however, all backpacks, bags, and purses are required to be placed in student lockers for the duration of the day. Students are not allowed to carry bags or backpacks of any kind during the school day. Students that do not follow these expectations will be subject to disciplinary action consistent with the student code of conduct.

Students will be allowed to access their locker/bags during hall passes and during appropriate designated time (passing times at the middle school and high school) for personal care items if needed.

Larger bags required for extracurricular activities may not be brought to class. These bags must be stored in a locker or a designated place approved by administration or coaches.

BUILDING SECURITY/CAMERA SYSTEM

As a means of providing additional security for its students, Mt. Morris Consolidated School district utilizes video cameras on its busses and in school hallways. Please be advised that any images of your child that may occur as a result of this videotaping may be reviewed by third parties. To the extent that a videotape records student discipline issues, that portion of the videotape may be reviewed at the school district by the parents and/or legal guardian whose children are involved in the disciplinary matter. However, the videotapes will not be released, nor will copies be permitted to be made.

All Mt. Morris Consolidated Schools have an electronic security (alarm) system. Once buildings have been secured (closed for the day), entry will cause police to be notified. Students must not enter the building on non-school time unless accompanied by a school official or staff member. Students found tampering with or vandalizing security systems are subject to discipline.

PHOTOS AND VIDEOTAPING

Throughout the school year, there may be opportunities for students to be photographed or videotaped as part of school related activities. If parents object to the appearance of the images or their child in either printed or taped format, they must make it known to the building administrator by October 1 of the current school year.

Students in grades 6-12 will have their picture taken in the fall by a studio under contract with the school. All students will be provided a student I.D. free of charge when they receive their school pictures and should be kept for I.D. purposes, as it is used for admission to sporting events, dances, the use of technology and other occasions. Students unable to produce a student I.D. card must secure special permission before being admitted to dances and certain other events.

CLOSED CAMPUS

No student may leave the school campus without the approval of a building administrator or their designee. Students at the Elementary MUST be signed out in the office by a parent/guardian or approved contact person. At the secondary level, students who find it necessary to leave the school during their scheduled day MUST follow the specified procedures.

1. Students must report to the office and obtain permission to leave campus from a building administrator or their designee.
2. The secretary will contact an adult identified on the student's emergency card in order to verify that the student has parental permission to leave campus.
3. Students who are checking out of school and are waiting to be picked up must remain in the office until the authorized individual arrives.
4. A phone call or note after the fact will NOT be accepted.
5. A student who leaves campus without permission during their lunch period will be disciplined. Repeated infractions of the closed campus will lead to a recommendation for expulsion to the Superintendent of Schools.
6. If a student returns to school before the end of the day, they are to report to the office where a pass admitting them to the class will be issued.

Failure to follow these procedures may result in the absence being marked as "skipping" or "unverified" and may result in disciplinary action.

LOITERING

Students are to be off school grounds 15 minutes after dismissal unless under the direct supervision of a staff member or coach of an approved activity or sport or in the designated space for students awaiting parent pickup. Students who habitually loiter after school may be subject to disciplinary action.

For all athletes and students attending evening events, arrangements should be made to be out of the building within 30 minutes after practice or *the* end of the event. Students are to remain seated outside the school for their ride.

DISPLAY CASES, BULLETIN BOARDS, POSTERS

Before display cases and bulletin boards may be used, posters placed in the building, and other printed matter distributed, permission must be obtained from a principal.

VISITORS

Parents or guardians are welcome at all Mt. Morris Consolidated Schools. Should a parent wish to visit a classroom, they must clear a background check with the administration office before being approved to sit in a classroom or volunteer for an event. All arrangements for visitations must be made in advance through the school office of each school to be visited, subject to conferring with and subsequent approval by the building principal. We ask that they give at least 24 hour notice to the office and teacher(s) whose classrooms they wish to visit. Further, it should be noted that visitations may face reasonable limitations on time and frequency so as not to cause undue disruption to general classroom activities. Moreover, any and all visitations are expected to refrain from disruptions to instructional activities and duties of school staff, as well as maintain privacy rights for students. All visitors (including parents and former students), must report to the main office to sign in before proceeding into the school building, and sign out before exiting the school building. Students from other schools are not allowed to visit Mt. Morris Consolidated Schools during the school day unless they are involved in a pre-planned instructional activity approved in advance by the building principal.

FOOD DELIVERIES

In order to protect instructional time and taking into account student safety, no food deliveries will be permitted to students in class, nor will students be called out of class to receive food delivery from a family member, a restaurant, or through smart phone applications and websites such as Grubhub, DoorDash, Uber Eats, or any other similar service. Food deliveries from restaurants or through smart phone applications or websites such as Grubhub, DoorDash, Uber Eats or any other similar service are strictly prohibited during the school day. If a family member delivers food, it must arrive and be consumed during the student's scheduled lunch. Any delivery that arrives for a student who is in class will be refused or held in the office until the end of the day. Additionally, schools will not permit students to be removed from school for the purpose of obtaining food. Administration reserves the right to deny any food delivery.

RESTROOMS

Restrooms are located throughout all buildings and are also located inside of each classroom at the Elementary level. Students are not allowed to loiter in the restrooms at any time. Students found loitering in the restroom may be subject to discipline.

HALL PASSES

All Mt. Morris Consolidated Schools students must be in possession of a hall pass when they are out of their assigned area. This is done to ensure all students are safe and accounted for in the event of an emergency, as deviations from where students are supposed to be must be organized and orderly. All elementary schools are equipped with restrooms in each classroom, thereby limiting the reasons for students to be anywhere besides their assigned classroom.

At the middle school and high school levels, hall passes for the purpose of going to the school store or purchasing snacks are not to be issued. Students are expected to obtain their classroom materials and utilize restroom facilities or drinking fountains during the passing time between classes. Teachers will grant students passes at their discretion while observing the "First 10, Last 10" rule. This rule protects the first 10 minutes and the last 10 minutes of class. Students are not allowed to take passes during these timeframes. When implementing this policy, teachers will use common sense and their professional judgment in deciding if a student has a legitimate need for the pass to be used.

Students will be given a maximum of 3 hall passes per class per marking period. Exceptions will only be made for emergency reasons. Students needing to use the restroom during class due to a medical condition must provide doctors verification. If a parent notifies the administration that additional lavatory passes are necessary due to a medical condition substantiated by a physician, teachers will be notified of the situation so they may act accordingly.

Excessive hall pass use may result in a student being placed on a no-pass status by administration as a safeguard to protect students' needs for instruction. Students on a no-pass status may still be eligible for a restroom pass with an escort.

LOCKERS

All students will be issued a locker. Students may not share a locker with other students. Lockers are the property of the school and meant for school materials and clothing only. School officials have the responsibility and authority to search lockers and contents whenever it is felt that something of an improper or illegal nature may be contained in the locker. Working with law enforcement officials, lockers may be subject to general, non-invasive searches for illegal drugs. The school is NOT responsible for items stored in lockers. If locks are damaged, they may be replaced. If the lock is stolen or lost, another lock must be secured in the main office. A fine of $8.00 will be assessed and another lock will be issued. *Students may request a locker change in the main office.*

**Students at the middle school and high school level may use the *P.E. Locker room* during the course of the school day. Students who are using these are urged to use their own locks (from home). These locks must be removed at the end of the students' class periods.

LOST AND FOUND

Lost and found articles and textbooks will be kept in the main office. Please check as soon as possible after something is lost.

PA 234 - SAFETY OF NEWBORN CHILDREN LAW

PA 234 Exempts the surrender of a newborn, who is not a victim of child abuse, from the provisions of the Child Protection Services Law. This law allows an anonymous surrender of an infant from birth to 72 hours of age to an Emergency Service Provider (ESP). An ESP is a uniformed or otherwise identified employee of

a fire department, hospital, or police station that is inside the building and on duty. The parent has the choice to leave the infant without giving any identifying information to the ESP.

SECTION II- ACADEMICS

FIELD TRIPS

Field trips with specific educational value may be made available from time to time. Prior to leaving on a field trip a student should secure permission from teachers whose classes will be missed. Students are expected to display appropriate behavior that abides by the code of conduct while on a field trip. Student behavior that violates the code of conduct will result in disciplinary actions. Student involvement in a field trip is up to the discretion of their teacher and may be denied for various reasons. Students who habitually exhibit unacceptable conduct may be excluded from field trip participation. The teacher will submit, in writing, the information to support exclusion from the activity. A determination for participation will be made by the administration upon review of the teacher's recommendation, as well as the student's discipline record.

GRADES

In Kindergarten through 5th Grade, Mt. Morris Consolidated Schools utilizes standards-based reporting for grades. This is an effective practice for reporting student progress and achievement based on student level of understanding for the standards that have been identified through the District using an evidence-based process which includes data review of student achievement, analysis of core content and concepts found within the academic standards for each curricular area, and on what is considered to be essential for mastering the grade level that the student is enrolled. This gives teachers, students, and families a better idea on how students are making progress on key indicators, as traditional value letter grades do not communicate specifically how a student is progressing in their learning. The grading system is as follows:

Proficiency Mark	Description
4	Exceeds Standards
3	Meets Standards
2	Progressing Towards Standards
1	Does Not Yet Meet Standards
	Not Evaluated At This Time

For students in Grades 6-12, Mt. Morris Consolidated Schools 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 their grade will be determined, the student should ask the teacher.

Letter Grade	GradePoint Calculation	Weighted Grade Point calculation (HS Advanced Placement and Dual Enrollment Coursework Only)	Percentage
A	4.000	5.000	93-100%
A-	3.7	4.625	90-92%
B+	3.3	4.125	87-89%
B	3.000	3.750	83-86%

B-	2.7	3.375	80-82%
C+	2.3	2.875	77-79%
C	2.000	2.500	73-76%
C-	1.7	2.125	70-72%
D+	1.3	1.625	67-69%
D	1.000	1.250	63-66%
D-	0.7	0.875	60-62%
F	0.000	0.000	50-59%

CLASS STANDING/GRADE COMPUTATION

To graduate, a student must earn the required number for their graduating class as stated in the table under "graduation requirements". To participate in commencement exercises a student must be within a half credit of their requirements. Seniors must turn in all work and meet all classroom obligations by the Senior Pass/Fail Deadline date. No work will be accepted after the deadline unless approved by the principal.

A four point scale is used to compute Grade Point Averages (GPA) based on the following values for most courses.

Advanced Placement (AP) programs are a cooperative educational endeavor of secondary schools, colleges and the College Board. AP courses are intended to be the equivalent of a college-level freshman course and can be worth college credit depending on which college or university the student will attend.

EAJ offers several AP courses. It is expected that the student taking AP courses understands that these courses are far more demanding and rigorous than a regular high school course and are taken for the entire year.

Students taking AP courses are expected to complete the entire course. Students taking an AP course sign a commitment agreement at the start of the course after reviewing the syllabus/course expectations. Any consideration for dropping an AP class requires a parent meeting consisting of the student, counselor, administrator and parent and is at the discretion of the administration.

All AP courses will have weighted grades; the weight will be applied at the end of the course.

GRADE POINT AVERAGE

At EAJ, grade point average (GPA) will be computed beginning with the first semester of the 9th grade year and every semester thereafter to determine a student's class rank in their graduating class. These grades during the current semester will also be recorded on the student's official transcript. The computer will round all GPA's to the thousandths place. It should be noted that courses graded with an "S" or "U" are not averaged into a student's GPA. **Assignments not turned in will be scored as a 0%.

Final GPA's for seniors will be determined based on calculations made following the first semester of the graduating year.

The student(s) having the highest GPA will be the Valedictorian(s). Co-Valedictorians must share identical GPA's, and will receive the same rank, recognition, and honors. Any student receiving a pass/fail grade in a course required for graduation forfeits their right to be Valedictorian.

The student(s) having the second highest GPA will be Salutatorian(s). Co-Salutatorians must share identical GPA's, and will receive the same rank, recognition, and honors. Any student receiving a pass/fail grade in a course required for graduation forfeits their right to be Salutatorians.

Students with honor graduate status will have their GPA and SAT scores calculated and used for graduation purposes. These students will be individually honored at the graduation ceremony. The following honors will be recognized in this fashion at graduation.

- *Senior Scholars* – SAT + GPA (1700 Points) will receive Medallions and be recognized in the local paper, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.
    - Calculation: (G.P.A. x 250) + (SAT x .625) Perfect Scores would look like:
    - (4.0 x 250 = 1,000) + (1600 x .625 = 1,000) Total possible 2,000
- *Summa Cum Laude* – (3.9 and above GPA's) will receive a gold cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony, and be noted in a special part of the graduation program.
- *Magna Cum Laude* - (3.7 up to 3.899 GPA's) will receive a silver cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.
- *Cum Laude* – (3.5 to 3.699 GPA's) will receive a bronze cord to wear during the ceremony, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program.
- *Honors* – (3.0 to 3.499 GPA's) will be noted in the program and receive a light blue cord.

MARKING PERIODS

The cumulative GPA as well as semester grades will be based on 18 weeks of progress. Progress reports will be available midway through each semester, and report cards will be available at the end of each marking period. These progress reports will indicate academic progress and/or behavior tendencies.

ACCEPTABLE USE POLICY FOR TECHNOLOGY (AUP)

To use district technology all students must sign and have on file an AUP. The AUP will be distributed to students prior to the start of school in registration packets. The purpose of the AUP Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation:

- *internal and external network infrastructure*
- *Internet and network access*
- *computers*
- *servers*
- *storage devices*
- *peripherals*
- *software*
- *messaging or communication systems*

In exchange for the use of the District's Technology Resources either at school or away from school, students understand and agree to the following:

1. Use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.

2. Students should have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
3. The Technology Resources do not provide students a "public forum." Students may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. Students may, however, use the Technology Resources to contact or communicate with public officials.
4. The District's Technology Resources are intended for use only by registered users. Students are responsible for their account/password and any access to the Technology Resources made using the account/password. Any damage or liability arising from the use of a student's account/password is their responsibility. Use of the account by someone other than the student is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both the student and the unauthorized person(s) using the account/password.
5. Students may not use the Technology Resources to engage in bullying, which is defined as any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
    a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
    b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
    c. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
    d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
    e. Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Student Handbook.
6. If a student misuses the Technology Resources, their access to the Technology Resources may be suspended and they may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
    a. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that is:
        i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
        ii. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
        iii. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors. 2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
    b. Accessing or attempting to access material that is considered by the administration to be inappropriate for minors.
    c. Bullying (as defined in Section 5).

d. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
e. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
f. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
g. Unauthorized copying or use of licenses or copyrighted software.
h. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission, and attribution to the author/creator.
i. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
j. Allowing someone else to use one's own account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
k. Using or soliciting the use of, or attempting to use or discover the account information or password of another user.
l. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
m. Misusing equipment or altering system software without permission.
n. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
o. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Student handbook.

7. A student must promptly disclose to the teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes him/her feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. One should not delete such content until instructed to do so by a staff member.
8. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
9. It is the policy of the District to prohibit its minor students from:
a. Accessing inappropriate materials on the Internet.
b. Engaging in hacking or other unlawful online activities.
c. Accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals on social networking websites, chat rooms, email, and other forms of direct electronic communications.
10. The District does not guarantee that measures described in sections 9 and 10 of the AUP will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. By signing the AUP, students agree that they will not intentionally engage in any behavior that was intended to be prevented by sections 9 and 10 of the AUP.
11. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
12. Students are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by inappropriate use.

ARTIFICIAL INTELLIGENCE

The use of Artificial Intelligence in education and operations is recognized as having the potential for positive impact and transformative potential. With this, it is understood that AI offers a balanced, people-centered approach that will enhance human interaction and instruction rather than replace it. Additionally it is recognized and understood that all AI-driven products require human review at all times. Further, it is understood that AI will be used responsibly and transparently, as well as not in place of academic work that requires students to complete cognitive tasks as assigned by an appropriately certified educator. Failure to abide by guidelines fall under the Student Code of Conduct violation of Academic Dishonesty and Plagiarism, and will be handled in accordance with regards to the consequences outlined under this violation.

ACADEMIC DISHONESTY

The principles of truth and honesty are fundamental to a sound educational experience and lifelong learning. Students are expected to honor these principles. This means that all academic work will be done by the student to whom it is assigned. Teachers, for their part, will exercise care in the planning and supervision of academic work so that honest efforts will be positively encouraged.

In cases of academic dishonesty, it is the responsibility of the teacher to take appropriate action. Teachers may give a failing grade to the student on the assignment. In instances of academic dishonesty where the teacher feels that action other than, or in addition to, a failing grade on the assignment is warranted, the teacher will refer the incident to the office. Academic dishonesty referred to the office will be treated according to the Behavior/Consequence Matrix.

STATE AND DISTRICT ASSESSMENTS

1. STATE ASSESSMENTS: The state of Michigan requires that all students in Grades 3-11 take a multiple part test, with Reading and Math assessed every year. Social Studies and Science are assessed once at 5th Grade, 8th Grade, and 11th Grade per Federal legislation. Additionally, students in 11th Grade are required to take a Career-readiness assessment. Testing occurs in the early spring of each year, and each school will provide families and students with specifics regarding date, time, and place in advance.
2. BENCHMARK ASSESSMENTS: In order to best support students, Mt. Morris Consolidated Schools will provide three Benchmark testing periods throughout the course of the school year. Students are expected to do their best, and the tests will be used to provide students with direct, targeted support in areas where they are in need of growth opportunities. All students are expected to set goals for benchmark testing, in consultation with their teachers.
3. ACT/SAT: More than 2,700 colleges, universities and scholarship agencies require or recommend the ACT and/or SAT. Ask the guidance office secretary for ACT and/or SAT registration packet and test preparation booklets.
4. Other HS Assessments: Other achievement and aptitude tests are administered throughout the school year. Tests such as the ASVAB, which is administered by the military, are taken on a voluntary basis.

SECTION III- STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Mt. Morris Consolidated 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.

Extracurricular 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. Please note that all rules and regulations found within the Student Handbook remain enforceable while students are participating in any school-sponsored club or activity until the student is in the care of their parent or legal guardian.

(See also Board Policy 2430 – District-Sponsored Clubs and Activities and associated Administrative Guidelines.)

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional 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 proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

(See also Board Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities.)

ATHLETIC CONFERENCE

Mt. Morris is a member of the Mid-Michigan Activities Conference (M.M.A.C.)

Member schools are:

Birch Run	Bryon	Chesaning
Durand	Lakeville	Montrose
Mt. Morris	New Lothrop	Ovid-Elsie

ATHLETIC PARTICIPATION AND ELIGIBILITY

All rules and regulations pertaining to athletes are contained in the Mt. Morris Athletic Code and are given to all athletes. Student athletes should make special note of the following:

1. All athletes are governed by policies found within the Mt. Morris Athletic Handbook.
2. To participate in a sport, an athlete must pass five (5) of six (6) classes the previous semester and be passing 6 of 6 classes during the current semester on a weekly basis.
3. Students must be in school the entire day in order to practice or play in a game. Only the Athletic Director can make an exception based on extenuating circumstances, and this requires prior administrative approval.

ATHLETIC EVENT PROCEDURES AND EXPECTATIONS

A key part of student life includes having activities, events, and athletic contests to create a strong extracurricular connection for students. To ensure that all events that occur outside of the school day run smoothly and orderly, the following expectations are in place for Mt. Morris students.

- Mt. Morris students receive free admission to athletic events. K-8 students must be accompanied by their parent/guardian.
- EAJ students must present a student ID or show an active Studentvue profile at the gate to be admitted into the event.
- ALL student spectators must remain in the stands unless they are using the restrooms or visiting concession stands. Students are not allowed to bring balls into the stadium or play games under bleachers.
- Students are not allowed to bring bags or backpacks into the stadium. Bags brought in by parents or guardians are allowed and may be subject to search.
- Students from other schools/districts will not be admitted into the event unless their school is participating in the event. Visiting students may be required to show ID if they are unaccompanied by an adult.
- The school code of conduct is in effect at all school-sponsored activities. Students are expected to dress and act according to the student code of conduct.
- Students who are on social suspension, school suspension, or expulsion are not permitted to participate in extracurricular activities or events.

****DETAILS PERTINENT TO HIGH SCHOOL STUDENT PARTICIPATION IN ACTIVITIES MAY BE FOUND IN THE EAJ HANDBOOK SECTION****

WORK PERMITS

Any student under the age of eighteen must have a work permit to be employed outside the school. The following procedure must be followed to obtain a work permit:

1. Students pick up a work permit in the main office. After October 1 2026, the Michigan Department of Labor and Economic Opportunity will be responsible for issuing work permits. More information to come on this once released by the Michigan LEO office.
2. The work permit is completed by the employer and student.
3. The student returns the completed work permit to the main office.
4. The student takes the completed work permit back to their employer.

An additional work permit must be processed for each new job taken.

SECTION IV- STUDENT CONDUCT

ATTENDANCE AND TARDY POLICY

The attendance policy of Mt. Morris Schools is intended to encourage regular attendance because regular attendance is critical to a student's success in school. Missing more than 10 days per school year significantly impacts a child's education and increases the likelihood of school failure. When a student is absent, they miss opportunities to learn that are difficult to make up, and their absence affects the rest of the class. Missing 10% or more of a school year meets the definition of Chronically Absent, and is based on the number of school days that have been held for the current school year. Section 380.1561 of the Revised Michigan School Code states "every parent, guardian or other person in this state, having control and charge of a child between the ages of six (6) to the child's eighteenth (18th) birthday, shall send that child to a public

school during the entire school year". The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. According to Section 380.1588 of the Revised Michigan School Code, the final legal responsibility for student attendance rests with the parent(s) or guardian(s) of the student. Students are expected to adhere to the specific attendance rules contained within this handbook. Violation of attendance rules resulting in an excessive pattern of absences will be referred to the Genesee County Prosecutor's office.

Responsibilities of the Parent

Parents are required to either call the day of absence or send a note the following day to give reason for any absence.

1. To verify an absence, parents/guardians may contact the school office during regular business hours, preferably ON THE DAY THE STUDENT IS ABSENT, but no later than on the day the student returns from the absence.
    a. If the student is absent a consecutive number of days, the parent is requested to call the school each day to verify that day's absence.
    b. When a lengthy absence is anticipated, the parent is asked to call the school periodically so that we are aware of the student's condition and know when to expect the student back to school. A lengthy absence is considered to be any absence which extends five or more consecutive days.
2. Written notice will be accepted the day of the student's return to school.
3. Parents can verify absences for reasons pertaining to medical, funeral, and court.
4. In the case of long-term health problems, it is the parent(s)/guardian(s) responsibility to have a physician's statement on record in the school office. This statement must be renewed annually.
5. Students will be allotted medically verified absences as necessary, with caution that this still can be considered as part of a pattern of excessive absenteeism if this becomes excessive.
6. Per Health Department Guidelines, students sent home from school with a 100.3℉ fever or vomiting are recommended to stay home fever free for 24 hours without the use of medications to ensure they are no longer contagious before they return to school.

Responsibilities of the Teacher

1. Keep accurate individual attendance records.
2. Ensure Daily attendance records are kept and entered hourly at the secondary buildings and twice daily at the elementary buildings.

Responsibilities of the Principal

Number of Absences	Action
Any absence	After 10am, an automated call will be made to make parents aware of a student's absence
4	**LETTER #1:** A letter is sent to the student's home expressing concern
	Call #1: A follow up telephone call is made regarding the letter
7	**LETTER #2:** A letter is sent to the student's home, stating the compulsory attendance act, with a warning that the parent(s)/student will have to meet with school officials if attendance continues to be a problem.

	CALL #2: A follow up telephone call is made regarding the letter.
10	**LETTER #3:** A letter is sent home stating that the parent(s)/student are required to attend a school based meeting with school officials or conduct a home visit. An offer of support, resources, and referrals to outside agencies will be made if necessary. If there is a medical condition which is interfering with attendance, parent(s) are asked to sign a medical release. The school will then contact the doctor/mental health professionals to discuss the student's situation.
	CALL #3: A follow up telephone call is made regarding the letter.
12-14	School based mediation occurs to notify parent(s)/student that a petition will be filed upon the next absence.
15	If 15 absences occur from the beginning of the school year, **A PETITION WILL BE FILED.**
Patterns of absenteeism from preceding school years may also be included as part of any truancy petition submitted, per the discretion of the Building Principal	

Attendance Matters!

While 1-2 absences a week may not seem like an issue, this is what it looks like over time:

If a student misses…	This equals…	Which is…	Throughout K-12 schooling…
1 day per quarter	4 days per year	1 week per year	36% of 1 school year
1 day per month	10 days per year	2 weeks per year	Nearly 75% of 1 year
4 days per quarter	16 days per year	3 weeks per year	Just over 1 year
1 day per week	36 days per year	7 weeks per year	Just over 2.5 years
2 days per week	72 days per year	14 weeks per year	Just over 5 years

General Attendance Information

Other than for illness or other reasons specifically referenced in Board policy, the Board discourages any absence from school. All absences shall be either verified or unverified. Absences will be verified for the following reasons with proper parent/guardian notification:

1. Illness causing home confinement or hospitalization.
    a. In case of long-term health problems, it is the parent(s)/guardian(s) responsibility to have a physician's statement on record in the school office. This statement must be renewed on a yearly basis.
    b. Student medically-verified absences needs will be determined on a case-by-case basis.
2. Death in the family.
3. Family hardship caused by dire circumstances beyond family control.
4. Participation in sanctioned school-related activities.
5. Medical/Dental appointment which cannot be scheduled outside of school hours.
6. Pre-arranged Absences of 3 days or more, for pre-planned activities or events, not including medically verified absences.
    a. The student must pick up an Advanced Absence form from the office.
    b. This form must be signed by all of the student's teachers and the student's parent or guardian.
    c. The signed form must be returned to the office prior to the absence for students to receive credit for any make-up work.

d. The student will be allowed to make up assignments and tests missed during a pre-arranged absence as provided by individual teachers if the proper procedure has been followed.
e. Excessive absences may result in a lower grade.

Timeliness Matters!

While tardiness may not seem like an issue, this is what it looks like over time:

If a student misses…	This equals…	Which is…	Throughout K-12 schooling…
30 minutes per month	7.5 minutes per week	1 day per year	13 days
10 minutes per day	50 minutes per week	1 week per year	36% of 1 school year
20 minutes per day	100 minutes per week	2 weeks per year	Nearly 75% of 1 year
30 minutes per day	Half a day per week	3 weeks per year	Just over 1 year
1 hour per day	1 day per week	7 weeks per year	Just over 2.5 years

Late Arrival

Students who attend school but do not arrive promptly to their scheduled classes by the scheduled start time will miss a part of their instruction or activity that could impact their academic success. In addition to impacting the student who is tardy, this creates problems for the other students in the classroom that are interrupted by late arrivals. Students who arrive at school after the morning instructional bell must report to the office to be recorded in the attendance system, and will be marked tardy. Students who are one hour or more late to school after the tardy bell rings will receive a .5 absence for the morning. Students who arrive 30-59 minutes late will receive a .25 absence for the morning. Students at the secondary level will be marked absent for any classes they miss if arriving late to school.

Early Sign Out

Signing students out of school early should only occur in the case of an appointment or other extenuating circumstances. When students are frequently signed out early, it disrupts the educational process for that student and their classmates and may be indicative of educational neglect. Elementary students that leave school one hour or more early will receive a .5 absence for the afternoon. Students who leave 30-59 minutes early will receive a .25 absence for the afternoon. Students at the secondary level will be marked absent for any classes they miss if signed out early from school. For example, if a student is signed out before 6th Hour, they will be marked absent for 6th Hour.

The following procedures are in place for early sign-out:

1. Parents picking up students leaving school must come into the office and sign out the student.
2. No student will be released to any person other than their parent or guardian unless the school has been notified in writing.

STUDENT DRESS POLICY

Every student shall maintain a reasonable standard of dress which is appropriate to the role of the student, reflective of the age level, and conducive to a wholesome climate for learning. Since students are constantly judged by appearance, it is advisable that good grooming and personal hygiene habits be practiced at all times. Dress and grooming that distracts from or disrupts the educational process, interferes with classroom activities, or presents a safety hazard is prohibited. The principal or a designee has final authority on appropriateness; students who violate the dress code will be disciplined according to the behavior matrix.

Confiscated items will be held until the end of the school year unless otherwise directed. Inappropriately dressed students may be sent home or placed in ISR.

1. **General expectations**
    - Clothing must be neat, clean, and appropriate for a school setting.
    - Pants/shorts must be worn at the natural waist so that undergarments and bare skin are not exposed. Sagging pants are prohibited.
    - Clothing that is excessively tight, revealing, or otherwise disruptive is not allowed.
    - Appropriate footwear must be worn at all times; slippers and shoes with wheels are prohibited.
    - Hats, caps, visors, and sunglasses must be kept in lockers during the school day unless approved by the principal or designee. Students at EAJ are allowed to wear hats that are above their ears and do not cover their faces.
    - Hoods must be kept off heads while inside school buildings.
    - Masks may be worn as a safeguard for health concerns only. Students who choose to do this must have the mask properly placed on their face and around their nose and mouth. At no time may a mask be worn outside of its intended use as a covering for the nose and mouth. Students who are not properly wearing their masks will be directed to remove them.
    - Jewelry or clothing with sharp objects is prohibited.
2. **Prohibited messages and imagery**
    - Clothing or accessories that advertise, display, or advocate alcohol, cannabis, tobacco, illegal substances, or illegal activities are prohibited.
    - Items containing offensive, obscene, defamatory, discriminatory, or sexually suggestive language, images, or mottos are prohibited (Hooters, Playboy, etc.).
    - Clothing that promotes hatred or suicide-related messages is prohibited.
    - Any clothing, jewelry, or personal display deemed gang-related or implying gang affiliation is prohibited.
3. **Tops and shirts**
    - All shirts and dresses must have sleeves, sides, and mid-back, lower-back, cleavage, undergarment, and stomach coverage; sleeveless garments (including tube tops, spaghetti straps, halter tops, muscle shirts, and shoulder-less styles) are not permitted.
    - General rule: if a top cannot be tucked in, it should not be worn.
4. **Bottoms**
    - All bottoms must provide full coverage of private areas with no undergarments exposed.
5. **Sleepwear and novelty items**
    - Pajamas, sleepwear, robes, bedroom slippers, and blankets wrapped around students are not allowed unless part of an approved school event.
6. **Safety and class-specific requirements**
    - Clothing or accessories that pose safety risks are prohibited; specific classes (e.g., PE, shop, labs) may impose additional requirements.
    - PE classes are expected to follow the Dress Code.
    - Jewelry (including piercings) may be restricted in PE or other classes for safety reasons.

Enforcement and consequences

Students believed to be in violation will receive a dress code slip and be referred to the office. **The final decision on the appropriateness of student dress or grooming will be determined by the principal or designee.** If Administrative staff determine corrective action is necessary, consequences issued will be in accordance with the behavior matrix under Group I Violations- Dress Code.

BULLYING POLICY

The Mt. Morris Consolidated Schools Board of Education has adopted a policy specifically addressing bullying. According to Board Policy 5517.01 bullying is defined as:

> *The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as "cyber bullying") either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based put-downs, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within school.*

Such conduct as described above is disruptive to the educational process and is not acceptable behavior in this District. The Mt. Morris Consolidated Schools Board of Education policy on bullying is in response to and derived from Michigan School Law, section 380.131b. In addition, Michigan School Code 380.1310b will also be enforced and addressed according to the School Code of Conduct and possible legal consequences.

Mt. Morris Schools recognizes its responsibility to promote and maintain a healthy, safe, and orderly learning environment for students to learn and achieve high academic standards. Bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate its students. Students are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying. Students should report any type of harassment/bullying by other student(s) to a teacher, counselor, or principal.

Consequences and appropriate remedial actions for a student who bullies may range from positive behavioral interventions up to and including suspension or expulsion. These consequences may be unique to the individual incident and may vary in remedial efforts and severity according to the nature of the behavior and the student's history. Responses to bullying will be consistent with the Board of Education's approved code of student conduct.

THREAT ASSESSMENTS

A threat assessment is completed when a student engages in potentially threatening, violent or alarming behaviors. A threat assessment will be initiated when behaviors include, but are not limited to:

- Violent writings, drawings, or other forms of individual expressions causing a person to be fearful or concerned;
- Behaviors that intimidate or threaten individuals or cause serious disruption to the school community;
- Suicidal threats which encompass threats to others;
- Explicit threats or verbal statements that are threatening in nature.
- Each school has a threat assessment team who have been trained in the Comprehensive School Threat Assessment Guidelines (CSTAG). The team will triage concerns and follow the protocol to determine the threat level. This team does not provide input regarding disciplinary action, and should not be viewed as punitive.

The purpose of a threat assessment is:

- To ensure the safety of students, staff, parents, and others;
- To ensure a full understanding of the context of the threat;
- To begin to understand the factors that contribute to the threat maker's behavior;

- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker;
- To promote the emotional and physical safety of all.

If one of our schools determines that an individual poses a threat of violence, a plan is developed that involves individual management, monitoring, and support. Three functions of threat management are:

- controlling and/or containing the situation to prevent a possible attack,
- protecting potential targets of the threat, and
- providing support and guidance to aid the student who is at risk for violence in dealing with his or her problems in an appropriate and adaptive manner.

Options for Interventions

Some interventions might need to be staged immediately (e.g., bringing the student in question under adult supervision) while others require long-term planning and monitoring (e.g., conflict resolution efforts). Consideration is given to whether the student can stay in school, what alternatives may be needed, how and when to notify families, if and when to involve law enforcement, and what mental health, social service, and school- based interventions are required to reduce the student's risk for violence. In cases where a criminal offense has been committed, law enforcement may choose to conduct a criminal investigation and pursue legal action against the presumed offender or offenders. We share information only about threats which are considered actionable, credible and real. This ensures that our community does not experience undue stress or become complacent when too many incidents are reported that are low level concern.

STUDENT CODE OF CONDUCT

A primary objective of the Mt. Morris Board of Education is to assist all students to develop into responsible, self-controlled individuals, able and willing to assume their role as worker and citizen. The Board believes that the most effective approach to discipline is preventive in nature rather than regulatory and coercive, although the latter cannot be ignored. Consequently, students, teachers, and parents must work cooperatively to direct students toward positive attitudes and behaviors in school. Rules and regulations must be established within the school in order to help create a safe and orderly learning environment. The Board therefore establishes rules, regulations, and consequences using the power vested in it by the State of Michigan. Violations of these rules and regulations are harmful and disruptive to the educational process and can not be tolerated. By implementing a policy of consistent enforcement of rules, regulations, and consequences, it is the objective of the school for students to grow in abilities, attitudes, and habits essential to acceptable, self-controlled behavior.

Positive Behavioral Interventions and Supports

As a community of students and staff who function together as citizens, Mt. Morris Consolidated Schools has a commitment to teaching positive behaviors that are expected in school that are balanced with basic rights for all students such as the right to speech, press, petition, assembly, property freedoms, and the right to an education. However, it is understood that rights always come with some limits and responsibilities.

It is our goal to seek to be a community of good citizens, learning and conducting ourselves in such a way as to enrich the lives of everyone. Good citizens organize their lives around productive work; rule out negative and questionable activities; face daily situations and make wise, intelligent choices about them; avoid daily

temptations and antisocial behavior by practicing self-control; require a decreasing amount of supervision; and cooperate effectively with others, thus demonstrating mutual respect.

A primary objective of Mt. Morris Consolidated Schools is to assist each student to develop into a responsible, self-controlled individual, able and willing to assume their role as a productive and law-abiding citizen. An aspect of development and maturity is respect for rules and regulations established for the protection of the rights of all members of the school community. As such, violations of these rules and regulations are harmful to the rights and privileges of others and cannot be tolerated. To proactively prevent this from happening and to support this ideal, a Positive Behavior Intervention Support System (PBIS) has been developed and instituted. Mt. Morris Consolidated Schools is committed to teaching positive behaviors that are expected in the school through its PBIS program. Additionally, the PBIS program encourages and recognizes students for their positive student behavior.

The acronym for the PBIS program is P.A.W.S., which represents:

P	Practice Kindness	We treat others with care, empathy, and respect
A	Act Safely	We make decisions that protect ourselves and others from harm
W	Work Together	We include others and help everyone feel like they belong
S	Show Accountability (Own Actions)	Our choices matter, and we take ownership

PAWS expectations are reviewed with the student body throughout the school year. Additionally, signs are posted in various areas of the buildings which contain expectations for those specified areas, and include postings in all classrooms.

Please click on the links below for each building's complete set of PAWS expectations.

Pinehurst Early Elementary | Montague Elementary | EAJ High School
Moore Elementary | Mt. Morris Middle School

Restorative Practices

Mt. Morris Consolidated Schools is committed to using a set of principles and practices to build community, respond to harm/conflict, and provide individual supports for students throughout the District. After an incident involving conflict or harm, Restorative Practices provide a way of thinking about, talking about, and responding to issues and problems by involving all participants to discuss their feelings and perception, identify what happened, describe how it affected everyone, and find solutions to repair harm. As outlined in the Student Discipline policy, the Board of Education has the right to authorize consequences including suspension or expulsion. These measures, however, will be utilized after considering alternative measures such as Restorative Practices. Restorative Practices are defined as "practices that emphasize repairing the harm to the victim and school community caused by a pupil's misconduct." These practices may be utilized as an alternative to, or in addition to, suspension or expulsion and may include circles, voluntary victim-offender conferences, mutual consequences developed by both parties, and other strategies. Restorative Practices assist in providing support for both the victim and the offender in a sustainable and meaningful manner.

Classroom Continuum of Response to Behavior

The following continuum of responses to behavior is in place within each classroom, and steps could occur as captured below. If you are receiving a phone call regarding your child's misbehavior, then either your child has (A) already progressed through the steps within the continuum and/or (B) your child's misbehavior is major and interferes with their own educational opportunity or that of others and/or (C) their safe orderly conduct of school activities has been disrupted by your child's actions.

- Redirection
- Discrete Verbal/Visual Warning
- Restorative Practices Conversation or Reflection Assignment
- Call Home
- Office Visit

Emergency Removal

A student may be removed from a class, subject, or activity for up to one (1) full school day by a teacher for certain conduct as specified in the *Student Handbook.* The teacher shall immediately send the student to the building administrator and specify the reason for the removal as specified in the *Student Handbook.* As soon as possible after the removal, the teacher shall schedule a parent-teacher conference regarding the removal. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.

Student Discipline Procedures

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Board Policy 5611 and Administrative Guideline 5610 will be observed.

The building administrator will determine if a student has been identified as a student with a disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. Students with disabilities under IDEA or Section 504 who are subject to discipline shall be afforded the procedural safeguards and due process rights set forth in IDEA and Section 504.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed 10 school days.

"Suspend" means to exclude a student from school for disciplinary reasons for a period of fewer than sixty (60) school days, and "Expel" means to exclude a student from school for disciplinary reasons for a period of sixty (60) or more school days (380.1310d). To return following a permanent expulsion, a student must petition for reinstatement (as discussed further below) and that petition must be granted.

The method of discipline used is at the discretion of school staff following guidelines of this code. The type selected should be the most constructive possible for the circumstances. School staff recognizes that the goal of any disciplinary measure is to assist the student to change behavior in such a way that the student's future conduct will be more acceptable and more directed toward educational attainment.

For all infractions, the staff will attempt to:

1. Reteach/clarify the expectation, which may include modeling and practice
2. Help the student repair any relational harm that has been done through restorative practices
3. Clarify the "next step"/consequence if the same behavior continues OR if the student continues to commit other infractions

Additionally, every effort should be made for the student to continue studies during any disciplinary period.

Student Due Process

All parents of minor students and students eighteen years old, who have submitted a properly signed Age of Majority form, shall have the right to due process in student discipline proceedings.

1. A student shall be informed verbally or in writing of the specific violation.
2. In cases which may involve serious penalties, a student shall have an opportunity to appear before a committee of the Board of Education.
3. The parent/guardian or eligible student may, at their own expense, be assisted or represented at the hearing by an individual of their choice, including an attorney. At no time should a total of more than two (2) additional people be representing the student, not including the student and parents.
4. The student shall have the opportunity to respond to the charges. In cases which may involve serious penalties, the student shall also have the right to present evidence and witnesses.
5. A written record, available to the student, shall be made of all student discipline proceedings hearing and appeals.

SEVEN FACTORS

Seven factors the school will consider before suspending or expelling a student are:

A. the student's age
B. the student's disciplinary history
C. whether the student has a disability
D. the seriousness of the violation or behavior
E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
F. whether restorative practices will be used to address the violation or behavior
G. whether a lesser intervention would properly address the violation or behavior

In some cases, a parent conference, along with other consequences is appropriate and may be initiated by the principal, student, or parent.

Discipline And Consequences

All discipline is subject to administrator discretion. Unless the circumstances warrant otherwise, discipline will follow the principles of progressive discipline and the seven factors for school discipline.

Teachers are expected to follow their classroom discipline plans and use professional judgment when determining whether a student’s behavior should be referred to the office.

Discipline is administered progressively using the Behavior Consequence Matrix and is cumulative throughout the school year. Violations are divided into three groups based on severity. Repeated violations within the same group will result in progressively more serious consequences according to the matrix. Administrators may adjust consequences based on the circumstances of a particular case. Certain violations may also be reported to local authorities and could result in legal consequences.

The Mt. Morris Consolidated School District expects students to follow the same behavioral expectations on school buses and at bus stops as they do in school buildings. Bus-related infractions will be addressed in the same manner as classroom or school discipline issues, with consequences assigned by the appropriate building administrator or designee.

Short Term Suspension

The building administrator or designee may impose a suspension of up to ten (10) school days. The building administrator or designee shall attempt to notify the student's parents or guardians of the suspension by telephone, as well as send a written notification by e-mail or by regular mail. A copy of the notification shall also be sent home with the student, if practical. The written notice shall include the reasons for the suspension, the date(s) of the suspension and the right to appeal.

1. **Preliminary Hearing**
   No student shall be suspended without a hearing in front of the building administrator or designee unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

   The building administrator or designee shall provide the student with an oral or written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges and present any witnesses. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

2. **Sending a Student Home**
   Unless the student is an immediate threat to the safety of or disruptive to the school, s/he may remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain at school until school is dismissed.

   The principal may forgo the previous provision in the event of mass violations of school rules or where it is not possible to keep the student(s) on school grounds and restore order or protect people on school property. In such an emergency situation, the principal shall contact the Superintendent.

3. **Responsibility for School Work**
   For an out-of-school suspension, credit will be given for missed work provided the student completes and submits all required assignments upon return to school.

   Failures shall be given for any classroom work that cannot be attended such as laboratories or skill sessions.

4. **Request for Reconsideration**
   For a suspension of more than one (1) school day but not more than ten (10) school days, a request for reconsideration may be submitted in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the request for reconsideration is being submitted.

   a. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
   b. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

c. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
d. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.
e. The student will remain out of school during the appeal unless the duration of the original suspension has expired prior to the Superintendent reaching a decision on the appeal.

Long Term Suspension Or Expulsion

The building administrator or designee may recommend to a committee of the Board of Education a long-term suspension or expulsion of a student.

1. **Preliminary Hearing**
   The building administrator shall inform the student of the charges against them and, if the student denies the charges, the building administrator shall provide the student with an explanation of the evidence the administrator possesses. The student shall be provided an opportunity to explain to the administrator their version of the facts.

   If, following this informal, preliminary hearing, the building administrator determines that the student has engaged in a prohibit act under the Student Handbook for which a long-term suspension or expulsion would be warranted, they shall submit a report and recommendation to the Superintendent or designee.

2. **Recommendation for Discipline**
   The Superintendent or designee shall review the building administrator's report, witness statements, and any other relevant documents or items. The Superintendent or designee shall schedule a hearing with a committee of the Board of Education.

   The superintendent or designee shall provide the student with written notice of the hearing, including notice of the charges against the student, the rule(s) alleged to have been violated, the length of time the administration is recommending the student be suspended or expelled, and the time and place of the hearing.

3. **Formal Hearing**
   The committee of the Board of Education will conduct the hearing on the date of the next regularly scheduled Board meeting.

   At the student or parent's request, the hearing shall be held in closed session. However, the Board must act publicly regarding a final determination.

   At the hearing, the building administrator of designee will state the charges against the student, the facts related to the student's conduct, and any additional information the building administrator deems relevant (for example, attendance, academic, citizenship, other background information). The

building administrator or designee may have witnesses provide a statement to the committee of the Board.

The student, student's parent, and/or student's representative will then have an opportunity to respond to the charges against the student and provide any additional information the student, parent, or student's representative deems relevant. The student may have witnesses provide a statement to the committee of the Board.

The committee of the Board may ask questions of the building administrator or designee, the student, the parent(s), and/or the student's representative.

The building administrator or designee, the student, the parent(s), and/or the student's representative will then have an opportunity to make a concluding statement.

All persons except the committee of the Board and the Hearing Officer shall be excused from the room while the committee of the Board deliberates. The committee of the Board shall consider the seven factors found on page 42 prior to making a recommendation to the full Board

The committee of the Board shall make a recommendation to the full Board regarding discipline. The Board shall give deference to the committee's recommendation and may ask limited clarifying questions of the committee for purposes of making a final determination. The Board may uphold, reverse, or modify the recommendation. The Board of Education's decision must be made and properly recorded as a matter of public record.

The Board's decision is final.

The Board or its designee shall send a written notice to the student and parent(s) regarding the Board's decision.

Reinstatement
A student expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.

E. Within ten (10) school days after receiving the petition, the Board shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following the:
    1. extent to which reinstatement would create a risk of harm to students or school staff;
    2. extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;
    3. age and maturity of the student;
    4. student's school record before the expulsion incident;
    5. student's attitude concerning the expulsion incident;
    6. student's behavior since the expulsion and the prospects for remediation

G. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:
    1. abide by behavior contract involving the student, their parent, and/or outside agency;
    2. participate in an anger management program or other counseling activities;
    3. cooperate in processing and discussing periodic progress reviews;
    4. meet other conditions deemed appropriate by the committee;
    5. accept the consequences for not fulfilling the agreed-upon conditions.

H. The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and is not subject to appeal.

I. In the event a student who has been permanently expelled from another school requests admission to this District, in making its decision, the Board shall follow the same procedure it has established in paragraphs A-F, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above, after 150 school days.

Behavior/Consequence Matrix

The discipline policy of the Mt. Morris School district is based on humanitarian principles and ideals and recognizes the dignity and worth of each student. When it becomes necessary to use corrective measures, the action taken is to be based on an understanding of the student and on sound guidance principles.

The immediate objective of school discipline is to maintain effective learning conditions; the ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable, self-controlled behavior.

GROUP I AND II VIOLATIONS

Consequences for Group I & II violations will be determined by administration in accordance with the procedures described in the Student Due Process and Student Discipline Procedure sections above in addition to the Behavior/Consequence Matrix found below. The seven factors found on page 42 shall be considered before suspending or expelling a student. Consequences may vary on the severity and frequency, in addition to individual considerations.

Disciplinary Consequences May Include:

1. **Detention -** the student is assigned to a supervised detention room after school hours or lunch as an alternative to in-school suspension in the case of minor disciplinary infractions. Failure to serve detention or to misbehave while in detention will result in more serious consequences.

2. **Social Suspension -** A social suspension is one in which a student is not allowed to attend school functions and/or activities outside of the classroom. A social suspension will be considered based on various reasons, including if a student is asked to leave a school function regardless of any school at which the incident occurred (Mt. Morris or otherwise), attendance concerns, or other behavioral incidents that demonstrate a lack of self-control. These functions/activities include, but are not limited to: sporting events, school dances, Homecoming events, musical and theatrical performances, dances and activities at other schools, field trips, and any other school-sponsored function or activity. Permission for a student on a social suspension to participate as a member of a team or group (ex. an athletic team) or attend these functions and/or activities may be granted by the building principal or designee on a case-by-case basis. A social suspension may be considered for up to 365 days.

3. **In-School Suspension -** the student is assigned to spend time in the designated supervised room for a period of time. While in ISR, students will have access to classroom assignments and are expected to work. Failure to follow behavioral expectations such as being on the phone or sleeping may result in more serious consequences.

4. **Out-of-School Suspension -** the student is excluded from the regular school day and all extra-curricular activities for up to nine days depending on the situation. Suspensions of 5 or more days will automatically have homework requested. Parents are encouraged to request homework for students suspended less than 5 days.

5. **Expulsion -** the student is removed from school on a long term basis as defined by action of the Board of Education. The Board of Education may take action to expel a student in accordance with the procedures described in the Student Due Process & Student Discipline Procedure sections above.

Some situations may warrant an alternative to traditional progressive discipline. Administration and other staff may utilize a restorative justice model in some instances that involve violations to the handbook. Restorative practices are researched-based options that focus on individual responsibility, accountability for actions, and "making things right". Administration will consider individual situations and use discretion when restorative practices are used with students.

Behavior	Group I Violations	Group II Violations	
	Staff Managed Minor	**Staff Managed Major**	**Office Managed Major**
Defiance / Insubordination / Non - Compliance	**SM Minor:** Student engage in brief or low-intensity failure to follow directions.	**SM Major:** Student repeatedly engages in brief or low-intensity failure to follow directions.	**OM Major:** Student engages in excessive and/or high-intensity refusal to follow directions.
	● Warning ● Student Conference ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Disrespect	**SM Minor:** Student delivers low-intensity, socially rude or dismissive messages to adults or students.	**SM Major:** Student repeatedly delivers low-intensity, socially rude or dismissive messages to adults or students.	**OM Major:** Student delivers socially rude or dismissive messages to adults or students.
	● Warning ● Student Conference ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Disruption	**SM Minor:** Student engages in low-intensity, but inappropriate disruption.	**SM Major:** Student repeatedly engages in low-intensity, but inappropriate disruption.	**OM Major:** Student engages in sustained and/or high-intensity behavior causing an interruption in the educational process.
	● Warning ● Student Conference ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Dress Code	**OFFICE MANAGED ONLY** ● Students not in compliance with the dress code will be given a "Dress Code Slip" and sent directly to the office where office staff will determine the appropriateness of the attire and determine if further action is needed. ● If a student is in repeated violation of the dress code as outlined in the **STUDENT RIGHTS** portion of the handbook, administration may request a conference with the student's parents or guardian.		**OM Major:** Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Electronic Devices	**OFFICE MANAGED ONLY** ● 1st offense (minor): Phone or electronic device will be confiscated for the day, and will be returned at the end of the school day. Parents or Guardians will be contacted. ● 2nd offense (major): Phone or electronic devices will be confiscated, parent or guardian will be required to pick up the phone or electronic device and sign acknowledgement of policy. Student will be required to turn the phone in to the office at the beginning of the school day going forth.		**OM Major:** Student uses Electronic Devices that violates Board Policy.

	● 3rd offense (major): Phone or electronic device will be confiscated, parent or guardian will be required to pick up the phone or electronic device and will be notified that the student is no longer allowed to bring the device(s) on to campus. ● 4th offense (major): Phone or electronic device is confiscated, parent contacted and required to pick up the phone or electronic device, and insubordination consequences imposed.		
Fighting	**OFFICE MANAGED ONLY**		**OM Major:** Students are involved in mutual participation in an incident involving physical violence. ● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Harassment / Bullying	**OFFICE MANAGED ONLY**		**OM Major:** The act of intentionally demeaning, humiliating or embarrassing another person. Harassment includes the delivery of disrespectful messages or slurs in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. ● Parent/Guardian Conference ● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Inappropriate Language/ Abusive language/ Profanity	**SM Minor:** Student engages in low-intensity instance of inappropriate language. (in conversation) ● Warning ● Student Conference ● Parent Communication ● Restorative Action	**SM Major:** Student repeatedly engages in low-intensity instance of inappropriate language, or uses low-intensity abusive language. ● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	**OM Major:** Student engages in high-intensity instance of inappropriate or abusive language. ● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Inappropriate Location / Out of Bounds Area/Loitering	**SM Minor:** Student is in an unauthorized location, but but does not compromise safety and/or privacy of others. ● Warning ● Student Conference ● Parent Communication ● Restorative Action	**SM Major:** Student repeatedly is in an unauthorized location, but but does not compromise safety and/or privacy of others. ● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	**OM Major:** Student is in an authorized location that compromises the safety and/or privacy of others. ● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing

Inciting Disruption and Mischief	**SM Minor:** Student incites low-intensity disruption or mischief through verbal or electronic means.	**SM Major:** Student incites low-intensity disruption or mischief through verbal or electronic means repeatedly.	**OM Major:** Student repeatedly incites high-intensity disruption or mischief through verbal or electronic means.
	● Warning ● Debrief / Think Sheet ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Lying/Cheating/ Academic Dishonesty	**SM Minor:** Student delivers a message that is untrue and/or deliberately violates rules.	**SM Major:** Student delivers a message that is untrue and/or deliberately violates rules on more than one occasion.	**OM Major:** Student repeatedly delivers a message that is untrue and/or deliberately violates rules.
	● Warning ● Student Conference ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
	Additional information/responses to Academic Dishonesty can be found on Page #31.		
Other Behavior	**SM Minor:** Student engages in any other minor problem behaviors that do not fall within the above categories.	**SM Major:** Student repeatedly engages in any other minor problem behaviors that do not fall within the above categories.	**OM Major:** Student engages in problem behavior not listed.
	● Warning ● Student Conference ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Physical Contact / Physical Aggression	**SM Minor:** Student engages in non-serious, but inappropriate physical contact, including inappropriate displays of affection.	**SM Major:** Student repeatedly engages in non-serious, but inappropriate physical contact.	**OM Major:** Student engages in actions involving serious physical contact where injury may occur. (e.g. Hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
	● Warning ● Student Conference ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Property Misuse	**SM Minor:** Student engages in low-intensity misuse of property. ● Warning ● Student Conference ● Parent Communication ● Restorative Action	**SM Major:** Student repeatedly engages in low-intensity misuse of property. ● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	**See Group III Violation Property Damage/Vandalism and/or Safety Device Tampering**

Skipping (secondary only)	**SM Minor:** Student arrives more than 5 minutes late to class without proper documentation, leaves class without permission, or abuses pass privileges, or never arrives to class.	**SM Major:** Student repeatedly arrives more than 5 minutes late to class without proper documentation leaves class without permission, abuses pass privileges, or never arrives to class.	**OM Major:** Student excessively leaves or misses class in a way that compromises their own learning or the learning of others.
	● Warning ● Student Conference ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS
Tardy (secondary only)	**SM Minor:** Student arrives to class within 5 minutes of the bell or signal that class has started,, and does not have proper documentation.	**SM Major:** Student repeatedly arrives to class within 5 minutes of the bell or signal that class has started,, and does not have proper documentation.	**OM Major:** Student excessively arrives to class within 5 minutes of the bell or signal that class has started,, and does not have proper documentation.
	Additional information/responses to the Tardy Policy can be found on Pages #35-38.		
Technology Violation	**SM Minor:** Student engages in non-serious, but inappropriate (as defined by school) use of an electronic device.	**SM Major:** Student repeatedly engages in non-serious, but inappropriate (as defined by school) use of an electronic device.	**OM Major:** Student engages in serious inappropriate (as defined by school) use of an electronic device.
	● Warning ● Student Conference ● Parent Communication ● Restorative Action	● Loss of Privilege ● Detention ● Parent/Guardian Conference ● Restorative Action	● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
Threat	**OFFICE MANAGED ONLY**		**OM Major:** Student engages in behavior that threatens to cause harm to an individual or the school community.
			● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing ● Threat Assessment
Use/Possession of Combustibles	**OFFICE MANAGED ONLY**		**OM Major:** Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, gasoline, firecrackers, lighter fluid).
			● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing

Use/Possession of Drugs or other Controlled Substances	**OFFICE MANAGED ONLY**	**OM Major:** Student is in possession of or under the influence of alcohol, tobacco, electronic vapes or other banned/ illegal substances or their imitations.
		● Behavior Contract ● Social Suspension ● ISS / OSS ● Discipline Hearing
All disciplinary measures will be administered based on the seven factors listed on Page #42 in the introduction to the "Behavior / Consequence Matrices. The consequences listed above are not sequential in order of infraction, but rather a guide to ensure appropriateness of consequences based on each violation and the frequency of the behavior. **A disciplinary hearing may be held if a student's behavior becomes severe or excessive in nature or as administration deems necessary.**		

GROUP III VIOLATIONS

Mt. Morris Consolidated Schools' Board of Education endeavors to ensure the Mt. Morris Consolidated Schools is a safe place for teaching, learning and working. Therefore, Mt. Morris Consolidated Schools will take swift and appropriate disciplinary action for Group III Violations. Some Group III violations are proscribed by the Revised School Code of the Michigan Compiled Laws under section 380, and are subject to legally required consequences. While all Group III violations are not subjected to required action legally proscribed by the Revised School Code, they are considered violations that are subject to the provisions of long-term suspension or expulsion as determined by the **Mt. Morris Board of Education Policy 8400-School Safety Information**. Physical and/or verbal assaults committed by a student against school personnel and/or other student(s) will not be tolerated. Student possession of any dangerous weapons will not be tolerated. Mt. Morris Consolidated Schools works in cooperation with local and state authorities to enforce all state laws in regards to student behavior and conduct.

PA 165: It is required by PA 165 to inform students that having sex or sexual contact with an individual under the age of 16 is a crime punishable by imprisonment and that one of the other results of being convicted of this crime can be listed on the sex offenders registry on the internet for at least 25 years.

Application to Student with Disabilities - This policy shall be applied in a manner considered with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Group III Violation Descriptions and Potential Consequences If a student commits or is suspected of committing a Group III Violation, the student will be suspended pending investigation until such time as a hearing before a committee of the Board of Education is held, as described above. Law enforcement may be notified.		
Violation	**Description**	**Actions**
Arson	Student plans and/or participates in malicious burning of property.	***380.1311:*** Any student who commits arson on school district property or at a school sponsored event shall be permanently expelled from the school district for a period of not less than one hundred eighty (180) days.

***Bomb or Similar Threat**	Student delivers a message of possible harm to the school community (e.g. explosive materials being on-campus, near campus, pending explosion, threats of violent acts meant to incite fear) or demonstrates behavior that could reasonably be viewed as threatening to the school community.	***380.1311a:*** Any student in grade 6 or above who makes a bomb threat or similar threat directed at a school building property, or at a school-related activity student shall be suspended or expelled for a period of time as determined by the Board of Education.
***Gang Affiliation Display**	Student uses gestures, dress, and/or speech to display affiliation with a gang.	***Policy 8400:*** Subject to Board of Education action, any student who violates this provision may be suspended or expelled.
Physical Assault- *Student Staff	Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.	***380.1310 (Student-Student Assault):*** Any student in grade 6 or above who commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. ***380.1311a (Student-Staff Assault):*** Any student in grade 6 or above who commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event shall be permanently expelled for a period of not less than one hundred eight (180) days.
***Property Damage / Vandalism**	Student engages in high intensity behavior that intentionally misuses or damages school property	***Policy 8400:*** Subject to Board of Education action, any student who violates this provision may be suspended or expelled.
***Safety Device Tampering**	Student tampers with, initiates, destroys, or removes items designated for safety and well being. This includes Night Locks, exit signs, fire extinguishers, fire alarms, AED's. etc.	***Policy 8400:*** Subject to Board of Education action, any student who violates this provision may be suspended or expelled.
***Sale/Distribution of Drugs or Controlled Substances**	Student sells or distributes, or attempts to sell or distribute, any stimulating, depressing, or behavior-altering substance, or any form of hallucinogenic drug, marijuana, or alcohol.	***Policy 8400:*** Subject to Board of Education action, any student who violates this provision may be suspended or expelled.
Sexual Conduct	Student engages in inappropriate, consensual (as defined by the school) verbal and/or physical gestures/contact of a sexual nature to another student/adult.	***380.1311:*** Any student who commits criminal sexual conduct on school district property or at a school sponsored event or is adjudicated for criminal sexual conduct against another pupil enrolled in the same school district shall be permanently expelled from the school district for a period of not less than one hundred eighty (180) days.

Use/Possession of Weapons	Student is in possession of a dangerous weapon or their look alike, as defined by law, or other objects readily capable of causing bodily harm.	***380.1311:*** Any student in possession of a dangerous weapon (as defined in *MCL 380.1313*) on school district property or at a school sponsored event shall be permanently expelled from the school district for a period of not less than one hundred eighty (180) days.
***Verbal Assault**	Verbal assault is defined as a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.	***380.1311a:*** Any student in Grade 6 or above who commits Verbal Assault on school property, on a bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district, or another student shall be suspended or expelled for a period of time as determined by the Board of Education.
Consequences are not sequential in order of infraction, but rather a guide to ensure appropriateness of consequences based on each violation and the frequency of the behavior. Consequences may be administered pending the outcome of further investigation and are at the discretion of administration and the Mt. Morris Board of Education. **If a student is suspended pending a review by the Mt. Morris Board of Education, It may be deemed necessary that the student remains out of school beyond the suspension period to accommodate the scheduling and review process of the Board of Education.** ***All disciplinary measures will be administered based on the seven factors listed on Page #40 in the introduction to the "Behavior / Consequence Matrices, with the exception of Weapons, Arson, or Criminal Sexual Conduct.**		

SECTION V- STUDENT TRANSPORTATION

GENERAL CONDITIONS

The primary purpose of district transportation is to provide safe transportation services for pupils based on the vicinity of their homes to the school they attend, all while carefully considering efficiency and economy of operating school transportation services. All students living in excess of one (1) mile from their designated school are eligible for district transportation. Special arrangements will be made for the transporting pupils impacted by disabilities, in accordance with specific eligibility requirements defined in Federal legislation.

Mt. Morris Consolidated Schools Transportation Department adheres to all applicable Federal, State, and Local statutes, rules, and regulations.

Since school bus transportation is provided only for eligible students, there are several provisions related to this service to maintain efficient operations, which include:

- The privilege to ride the school bus is extended to eligible students who follow the appropriate student conduct rules on a school bus operated by Mt. Morris Consolidated Schools.
- Students within a mile from their school are considered within walking distance. Parents may apply annually for a variance in these cases. Variances are subject to approval, based on school bus capacity and on a first-come, first-serve basis. Students may not ride the bus until a variance is approved.
- Due to Federal and State regulations, most school bus riders are required to walk some distance to the designated bus stop. These regulations include:
    - Bus stops are planned based on closest proximity to student homes, and take into consideration that eligible students are not required to walk more than 1 mile for Secondary students, or more than ½ mile for Elementary students.
    - Bus stops cannot be planned within 250 feet of another stop, and, unless traffic risks warrant this, will not be planned for more than 4 stops within a mile.

- School buses are required to route and list students on a passenger manifest. Only students routed to the bus may be transported unless prior permission is obtained from the school principal and transportation department.
- All students must have one permanent pick-up location and one permanent drop off location. If this location is a destination other than the home address listed in the Student Information System, a variance request form must be filled out annually prior to changing a bus stop location. Variances are subject to approval by Transportation and Administration, and are filled on a first come, first serve basis as well as seat availability on affected buses.
- Younger students will be routed based on specific needs relevant to their ages. In all cases, a parent or designated chaperone MUST be present at the bus stop for students in Head Start, Pre-School, Young 5s, Kindergarten, and 1st Grade for the school bus to release these students. If a parent or designated chaperone is not present, students will be transported back to the Transportation Department for parent pickup.
- Students who attend Mt. Morris Consolidated Schools on a School of Choice application are ineligible for school district transportation services.
- Mt. Morris Consolidated Schools reserves the right to cancel school bus routes if circumstances outside of its control cause the need for cancellation.

Any deviations from the above practices for special circumstances can only be made by the Superintendent or their designee. Requests for deviations, if desired, must be written and submitted to the Superintendent or their designee. The Superintendent or their designee will consider all factors in making a decision related to deviations from above practice, with priority being given to student safety and efficient operations.

STUDENT CONDUCT ON THE BUS

The responsibility for students using school buses rests with the parents until the students actually board the bus for school and after the child gets off the bus on the return trip.

In all instances, Mt. Morris Consolidated Schools students have been taught the expectations of how to ride a bus in Mt. Morris through its Positive Behavior Intervention and Supports (PBIS) programs- PAWS. This includes the use of a live demonstration of how to properly ride a school bus, given at the beginning of the school year. Additionally, students are reminded of the expectations for properly riding a school bus throughout the school year. These reminders include school-wide announcements prior to dismissal, class meetings, lunchtime reminders, and individual/small group practice sessions with designated staff.

Mt. Morris Consolidated Schools expects students to follow the same expectations on its buses as when in the school building, behaving with PAWS in mind. As such, **discipline resulting from behavior infractions on the bus or at the bus stop will be treated in the same manner as classroom or school building discipline issues.** When necessary, consequences will be issued by the appropriate building administrator or designee. Consequences may include a loss of the privilege to ride a school bus.

Below are the rules and regulations that have been developed by administration and approved by the Board of Education. Please read over the policies below for student conduct on our buses in Mt. Morris, and work with your child(ren) as a reminder so all students remain safe.

RULES AND REGULATIONS FOR BUS RIDING STUDENTS

1. **Bus riding is your privilege rather than a right**. Students on the bus must abide by all rules and regulations set forth by the school and its staff, including the bus drivers and bus monitors. You must treat your bus driver and bus monitor with respect and courtesy

2. **Students will be permitted to ride buses to their designated bus stop**. If you desire to ride a different bus or exit the bus at a stop other than your own, you must present a note from your parents to the principal of your school at least 24 hours in advance.

3. **Students must remain seated while the bus is in motion for their own safety and the safety of others.** Students must remain behind the restraining bar behind the driver's seat, as this is State Law. Students must move and share the seat with others based on the first available seat for the section designated to each school building, and permit room for other students. It may be necessary to have three students per seat.

4. **Students are expected to keep hands, feet, and other body parts to themselves, including their words.** Keeping all items out of the aisles and keeping your entire body (including your voices) within the bus itself is important for safety. Using a low voice is necessary for the bus driver to provide the safest possible experience for students, taking special care to be absolutely silent when coming to and crossing railroad tracks.

5. **When a bus approaches a Bus Stop, students shall:**
    a. Wait for the door to open and begin moving once the bus driver acknowledges the students
    b. Walk 10 big steps away from the side of the bus after exiting the bus. The goal is to be where the bus driver can see you at all times as they pull away to the next stop.
    c. For crossing the road:
        i. Per State Law, move at least 10 big steps in front of the bus before starting to cross the roadway.
        ii. Wait for the driver to signal before beginning to cross
        iii. Stop at the traffic side of the bus, look left, right, and then left again and cross only when traffic is stopped

6. **All food, drinks, personal items (i.e. books, phones, school supplies, clothing, music players, etc.) and paper should be stowed away** while you are on the bus.

7. **Students are expected to respect others' property while on the bus**, including the property of the school district (i.e. the bus itself). Any damages to others' property can be the responsibility of the student causing the damages.

8. **All buses are equipped with emergency doors in case of emergency.** These doors will remain closed unless otherwise directed. Students must listen to the bus driver's instructions in the event of an emergency.

9. **The school bus is considered an extension of the school building**. All applicable school rules are enforced when on the bus and at the bus stop.

BUS PRIDE

P PREPARED

R RESPECT

I INTEGRITY

D DEPENDABLE

E EDUCATIONAL EXCELLENCE



PREPARED	RESPECT	INTEGRITY	DEPENDABLE	EDUCATIONAL EXCELLENCE
Voices are quiet. Have things ready to get off the bus quickly.	Stay in your seat. Keep ALL food and drinks put away. Be thoughtful of others.	Keep hands, feet and objects to self. Walk on the bus. Sit "Bottom to Bottom & Back to Back."	Report problems to the driver. Encourage others to show PRIDE.	Follow bus rules.

TREAT OTHERS THE WAY YOU WANT TO BE TREATED.

EAJ Specific Items

VERIFIED ABSENCES:

All student absences must be verified. It is the parent's/guardian's responsibility to provide verification of the validity of a verified absence.

Phone-In-Procedure:

1. To verify an absence, parents/guardians must contact the attendance office at 810-591-3420 The call should be made on the day of the absence or must be on the day the student returns before the end of 1st hour. The attendance office number is available from 7:00 a.m. to 9:00 p.m. If the student is absent a consecutive number of days, the parent is requested to call the school each day to excuse that day's absence. When a lengthy absence is anticipated, the parent is asked to call the school periodically so that we are aware of the student's condition and know when to expect the student back to school. A lengthy absence is considered to be any absence which extends five or more consecutive days.
2. At high school, notes are accepted the day the student returns from an absence in the office. If neither of the procedures are followed, the absence will be an unverified absence.

TARDY POLICY:

Definition of Tardy: A student is considered tardy if they arrive to class within the first 5 minutes of the class period after the bell has rang.

PER CLASS IN ONE NINE WEEK MARKING PERIOD

1. 1st/2nd tardy: Warning given by teacher.
2. 3rd-5th tardy: Lunch detention.
3. 6th tardy: Parent contact/ lunch detention.
4. 7th-9th tardy: Parent contact/assigned day of ISR
5. 10th tardy and beyond: Suspension pending parent meeting

TARDY SWEEPS:

Being on time to class is important in a quality educational experience for all. Tardy Sweeps will be conducted throughout the school year. Tardy sweeps will not be announced to the student body in advance. During a tardy sweep, as the bell rings to start class, all teachers will close their doors; students late for class (tardy) will be escorted to a designated area by school personnel. Those students' names will be recorded on a list; they will then be escorted back to class.

Student on "the list" will be REQUIRED to serve a supervised lunch detention. Students must report to lunch detention immediately at the start of lunch. Lunch detention is considered a "No Cell Zone"; cell phone rules apply as if in a classroom. Additionally, students will not be permitted to listen to i-pods or other music devices.

DAILY ANNOUNCEMENTS:

Short, concise announcements handed to a secretary in the main office and approved by a principal prior to 6:00 a.m. may be read over the P.A. General announcements will be made once daily over the P.A. system.

FINAL EXAMS:

All teachers will provide all students with a semester exam or its equivalent to be valued at twenty percent of the semester grade. Students who have achieved the benchmark score or higher on the annual PSAT or SAT Evidence-Based Reading and Writing assessment may opt out of their English exam. Students who have achieved the benchmark score or higher on the annual PSAT or SAT Math assessment may opt out of their Math exam.

HONOR ROLL/ACADEMIC LETTER RECOGNITION:

Academic letters are awarded each year for students grades 9-12 who meet specific requirements based on their first two semester classes. Students must be enrolled in three (3) academic classes and have a grade point average of a 3.5. See your counselor for more specific criteria.

MAKE-UP WORK:

It is the responsibility of each student, whenever absent, to contact their teachers (upon returning to school to determine what make-up work will be required. Unless specified otherwise by the teacher, a student will be given the number of days they were absent plus one to complete and submit make-up work.

DROPPING/ADDING CLASSES:

Students must be enrolled in six (6) classes unless part of a special program or specific permission has been granted by the principal. Requests for schedule changes must be initiated through a counselor and changes will only be considered after the 5th day of the semester if there are extenuating circumstances. The student will be responsible for having a Drop/Add form filled out. If a disagreement occurs concerning the drop/add the counselor will attempt to resolve it and if necessary the principal will make the final decision.

TESTING OUT OF COURSES:

Michigan law (PA335 of 1993, Section 1279b) allows high school students to receive credit for a course in which the student is not currently enrolled by attaining a grade of C+ or better on the final exam for that course.* Credit obtained in this manner is subject to the following limitations:

1. The credit is marked "PASSED" and not used in computing a grade point average.
2. A student who earns credit in this manner cannot later take a lower sequence course in the same subject area.
3. A course where there is a requirement to have exhibited a reasonable degree of mastery and improved performance is not appropriate for "testing out" (i.e. physical ed., art, band, vocal music, etc.).

*Courses in which a final exam is administered as only the last test in a series of tests will necessitate other forms of work to be performed by the student in order to receive "test out" credit (i.e. written papers, other exams, presentations, projects, etc.).

Additional information on "testing out" is available from counselors.

ALTERNATIVE EDUCATION PROGRAM:

Alternative education programs are options for students who have dropped out of school, are considering dropping out, or who have some extenuating circumstances which make attending EAJ unadvisable. EAJ students should work with administration and/or counselors prior to enrolling in an alternative program.

Once the student has enrolled in an alternative education program, they may not re-enter E.A.J. High School until they have received passing grades in all classes to total 3 credits and the following criteria are met while enrolled in the alternative education program:

1. no discipline problems/referrals
2. no attendance problems/infractions

Students re-entering E.A.J. High School from an alternative education program must do so within the first week of the semester.

Note: Night school classes, correspondence classes, and/or on-line classes do not meet the criteria to re-enter E.A.J.

GRADUATION REQUIREMENTS:

To be eligible for graduation from E.A.J. High School, each student will have successfully completed 22 credits in the following REQUIREMENTS, in accordance with the Michigan Merit Curriculum and policies adopted by the Mt. Morris Board of Education:

Content Area	Graduation Requirements	Credits	Course Offerings Bold courses are required to meet graduation requirements.
English Language Arts	Proficiency in State Content Standards for ELA **4 credits**	**1.0**	**English 9** or Advanced English 9
		1.0	**English 10** or Advanced English 10
		1.0	**English 11** or Advanced English 11
		1.0	**English 12** or AP Literature
Mathematics	Proficiency in State Content Standards for Mathematics **3 Credits** AND Proficiency in district-approved 4th Mathematics credit options **1 credit** Students MUST have a math experience in their final year of high school.	**1.0** or 2.0	**Algebra I**: Taken over 2 semesters for 1 credit, or extended over 4 semesters for 2 credits
		1.0	**Geometry**
		1.0	**Algebra II**
		1.0 Additional Courses	Pre-Calculus AP Calculus *(Offered through GenNet when available)* Dual Enrollment *If a student is not college bound, additional courses may be approved for the final year math experience at administration's discretion. This may include Physics, Human Anatomy, Financial Literacy, School Store, GCI and approved CTE courses, or other courses that provide an embedded math experience.*
Social Studies	Proficiency in State Content Standards for Social Studies and Personal Finance **3.5* credits**	**1.0**	**U.S. History and Geography**
		1.0	**World History and Geography**
		0.5	**Civics**
		1.0*	**Economics** **0.5 credits for Economics and 0.5 credits for Personal Finance embedded, starting with the Class of 2028.*
Science	Proficiency in State Content Standards for Science **3 credits** OR Proficiency in some State Content Standards for Science (2 credits) and completion of a State of Michigan approved CTE program (1 credit)	**1.0**	**Integrated Physics**
		1.0	**Biology**
		1.0 Additional Course	Anatomy Chemistry
		Up to 1.0 credit may be waived with the completion of a State of Michigan approved CTE program.	

<table>
<tr><td rowspan="2">Physical Education & Health</td><td rowspan="2">Proficiency in State Content Standards for Physical Education and Health
1 credit

OR

Proficiency in State Content Standards for Health (0.5 credit) and district-approved extra-curricular activities involving physical activities (0.5 credits).</td><td>0.5</td><td>Health</td></tr>
<tr><td>0.5</td><td>Physical Education

P.E. credit of 0.5 may be waived by participation in a school sanctioned Freshman, JV, or Varsity athletic team or Marching Band. Students must begin as a member of the team on the first day of the sport season and be a member in good standing on the last day of the season. Administration must approve any school sanctioned extracurricular activity used to fulfill this requirement.</td></tr>
<tr><td>Visual, Performing, Applied Arts</td><td>Proficiency in State Content Standards for Visual, Performing, and Applied Arts.
1 credit</td><td>1.0</td><td>We offer numerous courses to meet this requirement including, but not limited to: Drawing, Painting, Digital Photography, 3D art, Student News, Yearbook, Marching Band, and Choir.</td></tr>
<tr><td rowspan="3">World Language</td><td rowspan="3">Formal coursework or equivalent learning experience
2 credits

OR

Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a State of Michigan approved CTE program; or an additional visual, performing, and applied arts credit (1 credit)</td><td>1.0</td><td>Spanish I</td></tr>
<tr><td>1.0</td><td>Spanish II</td></tr>
<tr><td colspan="2">Up to 1.0 World Language credit can be waived in one of two ways:
Completion of a State of Michigan approved CTE program
-or-
Completion of 1.0 additional credit in Visual, Performing, Applied Arts</td></tr>
<tr><td>Online Learning Experience</td><td>Course, learning, or integrated learning experience</td><td colspan="2">All students will have an online integrated experience embedded into courses. Additionally, some students may elect to take online courses, such as through Dual Enrollment or GenNet.</td></tr>
<tr><td colspan="4">Elective credits will fulfill the remaining graduation requirements. The number of elective credits needed will be determined by the student’s pathway to earn 22 credits or more.

Mt. Morris Board of Education policy requires students to attend 8 semesters.</td></tr>
</table>

1. **CREDIT:** All courses carry a value of 0.5 credit per semester, with the exception of Economics if students demonstrate proficiency in the Personal Finance content standards 1.0 credit will be earned.

2. **GRADE LEVEL:** Students are assigned to a grade level based on the following criteria:

Grade Level	Credits
9th Grade	0 - 5.0

10th Grade	5.5 - 10.5
11th Grade	11 - 15.5
12th Grade	16 - and above

3. **STUDENT LOAD:** All students must register for 6 classes unless part of a special program or specific permission has been granted by the principal.

4. **STUDENT SERVICE HOURS:** Students must earn a total of 12 community volunteer service hours as part of the district's graduation requirements. Service hours can be earned anytime throughout 9th - 12th grades; however, it is recommended that hours be earned each year of high school to total 12 hours. Service hours should be documented and on file with the school.

   Opportunities for community service should be separate from regular extracurricular activities such as athletics, band, choir, etc. Eligible service activities may include (but are not limited to), reading to children in the elementary grades, tutoring, mentoring younger children, service learning, Kiwanis Key Club, Hospice, hospital volunteer, Habitat for Humanity, or participating in activities that encourage middle school children to prepare for college. Other activities may include volunteer work through organizations such as local United Way agencies, AmericaCorp, faith-based organizations, or other recognized local volunteer organizations.

5. **NCAA ELIGIBILITY:** (college athletic scholarship and playing eligibility) In order to receive a college athletic scholarship or even play collegiate athletics, there are certain high school courses, grade point, and test requirements that must be met. Students are responsible for meeting these requirements. If you have any questions or need further information, see your counselor.

NCAA FRESHMAN-ELIGIBILITY STANDARDS QUICK REFERENCE:

Core Courses

- Division II currently requires 16 core courses.
- Beginning August 1, 2018, to become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirement.

Test Scores

- Division II currently requires a minimum SAT score of 820 or an ACT sum score of 68. Beginning August 1, 2018, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA).
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.

Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.

- The current Division II core GPA requirement is a minimum of 2.000. Division II core GPA required to be eligible for competition on or after August 1, 2018, is 2.0
- The minimum Division II core GPA required to receive athletics aid and practice as a partial qualifier on or after August 1, 2018, is 2.0
- Remember, the NCAA core GPA is calculated using NCAA core courses only.

COLLEGE AND CAREER READINESS

CAREER CENTER:

The Career Center is located in the Media Center and will provide students opportunities to research numerous occupations through handbooks, encyclopedias, Career Cruising, and other reference materials. Pamphlets on many occupations are available. The career center also houses the student portfolio collection for the high school. The Career Resource Coordinator will assist students as needed and the center is available before and during the school day when not in use by classes.

DUAL ENROLLMENT:

Under Michigan law it is possible for some students to be enrolled and taking classes both at EAJ and a Michigan public or private college or university. If the following conditions are met the school district will assist in paying tuition and fees.

1. Qualifying students can be in 9th, 10th, 11th, or 12th grade status.

2. Students who have not taken the Michigan Merit Examination must have achieved a qualifying score in all subject areas on a readiness assessment. Students who have taken the Michigan Merit Examination must have achieved a qualifying score in all subject areas on the Michigan merit examination.

3. Students must be full time status and enrolled in both the school district and postsecondary institution during the district's regular academic year. If 50% or more of the college class/term falls within our district's regular academic year, students will be allowed to enroll and receive tuition/fee support. Students may not take more than ten total courses (dual-enrolled) over the course of their high school career, following the eligible courses allowed table below. Student must be enrolled in both the school district and post-secondary institution during the local school districts' regular academic year and must be enrolled in at least one high school class.

Year at post secondary	**Begins taking courses in grade:**			
	9	**10**	**11**	**12**
1st year	2	2	4	6
2nd year	2	4	6	-
3rd year	2	4	-	-
4th year	4	-	-	-
Total Courses	10	10	10	6

4. The college courses must not be offered by the district. An exception to this could occur if the administration determines that a scheduling conflict exists, which is beyond the student's control.

5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

Additional information and guidelines for dual enrollment can be obtained in the counseling office.

GENESEE CAREER INSTITUTE:

Sophomores, juniors, and seniors may elect to enroll in a course of study at the Genesee Area Genesee Career Institute as part of their regular school program. There are three Genesee Career Institute sessions per day. Genesee Career Institute students will take three regular classes at the high school unless a principal approves an exception. Details about the Genesee Career Institute program are provided during spring class registration or may be obtained in the guidance office. Students are not to drive to Genesee Career Institute.

GCI Bus Schedule:

Session	Leave MM	GCI Class Time	Arrive MM
I	6:10 AM	7:00 – 8:45 AM	9:05 AM
II	8:20 AM	8:50 – 10:35 AM	11:05 AM
III	11:30 AM	12:05 – 1:50 PM	2:10 PM

PORTFOLIOS / EDP's:

The high school will assist all students in establishing and maintaining a portfolio or a purposeful collection of materials and exhibits which give evidence of student learning, mastery, and skills. The portfolio collection is kept in the career center and students may have access to their individual portfolio by requesting it from the career center assistant. The portfolio must be kept in the career/media center part of the building.

WORK BASED LEARNING:

Work Based Learning, formally known as Co-op Education, is a program which allows a student to earn credit toward graduation for work experience. Work Based Learning students must be enrolled in three or four classes plus work experience. Any exception to the three or four hour requirement must be approved by the principal.

CAFETERIA/COMMONS:

The commons area of the school is open at all times and serves as the cafeteria during breakfast and lunch periods. Students are expected to dispose of their own paper, garbage, cans, etc. Food is not allowed in the academic area of the building. Vending machines are only to be used before school, during lunch, or after school. Consumption of food and beverages is not permitted in the hallway or classrooms and should be confined to the cafeteria.

CLASS RINGS:

School rings are ordered during the fall through a company under contract with the school. Delivery will occur in the spring. Students are not required to purchase rings from this source.

COUNSELING SERVICES:

Guidance counselors have offices located in the main office area. Counselors are available to talk with students concerning scheduling, personal problems, teacher and student conflicts, career job placement, and

preparations for further schooling. Students are encouraged, however, to see their counselor whenever situations arise where help is needed.

DRIVER EDUCATION:

Driver Education is offered by a third party not affiliated with the school. Information is available in the high school main office.

GRADUATION ANNOUNCEMENTS:

Graduation announcements are offered for sale in January to seniors through a company under contract with the school, as well as a local business. Students are not required to purchase announcements from either source.

MEDIA CENTER:

The high school media center is an important part of the high school where assistance is available to enhance student learning and pleasure. The media center provides a collection of books, paperbacks, reference materials, and periodicals in hard copy form and allows for some electronic, and computer assisted sources of news and information. This facility is open to students before, during, and after school unless reserved for other use.

SELECTIVE SERVICE INFORMATION:

By law, male students aged 18 or older are to register for the selective service. Young men may register at the post office or on line at: http://www.sss.gov

SPECTATOR BUSES:

Spectator buses may be made available for some events to be used by EAJ students and staff only. No guest may ride the spectator bus. In all cases, an adult chaperon will be assigned to the bus. Students are obligated to ride to and from the event unless other arrangements have been approved in advance by a principal.

EXTRACURRICULAR POLICIES AND PROCEDURES

PROCEDURES FOR SCHOOL RELATED ACTIVITIES:

The school sponsors many excellent social functions and urges student participation in them because of their overall value. All school related activities must be sponsored by a class or school organization. Regulations pertaining to school related activities and parties are:

1. The various classes and organizations are to prepare all details for their respective activities and submit the requests to the administration for approval.
2. Students are not permitted to take part in school related activities without a staff member being present and in charge. This applies to all school related activities such as play practices, club or class meetings, dances, school parties, athletic practice, athletic contests, Homecoming Court, etc. Being a part of extracurricular groups is a privilege, and such students may be required to sign Behavioral Contracts to maintain membership.
3. School personnel are responsible for seeing that high standards of student conduct are maintained. Students must follow the school code of conduct during any school related activity. Failure to follow the school code of conduct at any school related activity may result in removal from the activity. In

addition, violations to the code of conduct may result in a student being removed from a club, group or other organization that represents the school.

4. Once students and guests enter the building to attend any school function, they are not permitted to leave and re-enter. In emergencies sponsors can give approval. All school rules apply at any school-related event, home or away. Any student who does not conduct himself/herself in a manner which does credit to his class and school, may lose the privilege of attending further activities. All groups shall be responsible to see that the building or room is clean after an activity. Because a staff member is expected to be the last to leave after an activity, student cannot expect to stay at school and in the building after the sponsor or chaperone leaves.
5. While a student is subject to an in-school suspension; an out-of-school suspension or expulsion - ***they may not*** attend school related/extracurricular events or athletic contests.

DANCES:

EAJ Juniors and Seniors may bring one guest (considered to be a date) to the Homecoming dance and the Prom. Guests must be registered in advance for these dances through submitting a guest pass that contains the following information; the student information, the student's guest information, the guest's parents information, guest's school administrator's signature and EAJ administrator's signature. All guest passes must be completed by the due date on the guest pass. Guests must be classified as a high school student - classified either as a Freshman, Sophomore, Junior, or Senior, and must be less than 20 years of age as of September 1st of the school year. Guests are required to arrive and leave with the EAJ student that completed the guest pass. NO Junior High student, either classified as a Junior High student or of Junior High student age will be allowed to attend EAJ dances, to include but not limited to Homecoming, Prom or any other dance sponsored by a high school organization. All other school dances are restricted to EAJ students who must have an official EAJ Student Identification Card or a "Pre-Arranged Admission" form to be admitted. If a student leaves the dance they cannot return. All EAJ students and their guests are subject to a search of belongings entering the dance, along with the use of metal detecting wands for student and staff security.

Student dancing is expected to be respectful at all times. Students deemed dancing in a suggestive or explicit manner will be addressed by an adult; if suggestive dancing continues, it may result in removal from the event.

Any group or organization wishing to sponsor a dance must make arrangements with the principal at least three weeks in advance.

NATIONAL HONOR SOCIETY:

Juniors and Seniors with a cumulative GPA of 3.33 or better are eligible to be considered for membership in the Elisabeth Ann Johnson Chapter of the National Honor Society. Students eligible for membership will be provided details regarding the process required for admission. Membership in the NHS is both an honor and a responsibility. In addition to the scholarship qualification, members are selected on the basis of faculty evaluations which consider leadership, service, and character. To be accepted as members, nominees must receive evaluations which average a minimum of 90%. Once a student becomes an NHS member, that individual must maintain the high standards which led to their selection.

STUDENT GOVERNMENT:

Each graduating class elects a President, Vice President, Secretary, Treasurer and two class representatives to serve as the representative decision-making body for their respective class. These 24 students combine with the EAJ Student Council President, Vice President, Secretary, and Treasurer to make up the EAJ Student

Council. From the Student Council membership, three representatives and an alternate are selected to represent EAJ on the Mid-Michigan Activities Conference Student Council.

As representatives of their school and their respective graduating class, these students serve a valuable service to the student body by promoting the best interest of the school, promoting good school citizenship, and organizing meaningful school activities.

STUDENT DRIVERS / PARKING:

The student parking lot is the second lot going north on Neff Road. *School personnel attempt to keep the parking lot secure, but the school does not assume responsibility for vehicle damage or theft.* Student vehicles *are not* permitted in the staff parking lot unless permission is given by a principal. Students will be issued a parking sticker/tag which must be appropriately displayed at all times. Vehicles parked in the school parking lot may, in conjunction with the law officials, be subject to non-invasive searches. Any vehicle containing or displaying offensive or sexually suggestive language/picture/mottos/symbols are not acceptable. Displays which advocate the use of illegal substances; beer, alcohol, tobacco, drugs are not acceptable. Students who do not remove items immediately are subject to disciplinary action under Group I consequences.

Properly licensed student drivers may exercise the right to drive to school as long as the following guidelines are observed:

1. All student vehicles driven to school must be registered in the main office before the end of the school day on the second Friday in September. Changing vehicles or having to temporarily drive a different one should be reported to the main office. Any vehicle parked on school property not registered and/or not properly displaying parking tag may be towed away at owner's expense and/or may result in suspension of driving privileges.
2. Students are to observe a maximum speed limit of 15 MPH on school property, park only in the student parking lot between yellow lines, and refrain from any appearance of hazardous or unsafe driving. *Vehicles parked in fire lane are subject to being towed away at owner's expense.*
3. After parking, the driver and all passengers must leave the vehicle and the parking lot and may not return to the vehicle prior to the end of the student's school day unless permission is obtained in the main office.
4. Genesee Career Institute students will NOT drive their vehicle to the Genesee Career Institute.
5. Chronic tardiness to first hour class determined to be associated with the student driving to school could result in loss of driving privileges for a period of time.

Any violation of these guidelines may result in the suspension of driving privileges for a period of time or permanently and possibly school discipline. Campus security will monitor the parking lot approximately between the hours of 7:30 a.m. and 2:30 p.m.

APPENDIX A- School Safety Modes

Mode	When It's Used	What Staff/Students Do	Goal
Hold	Severe illness or injury affecting a student, staff, or visitor	- Call nurse/first responders (MERT: Medical Emergency Response Team) - Clear hallways and remain clear -Close Blinds - Classes continue (no transitions/ no pass status)	Provide clear areas to address medical emergency or keeping hallways clear
Secure (Secure the Building)	Threat **outside** the building (e.g., police activity nearby, suspicious person outside)	- Lock all exterior doors - Stay inside - Classes continue as normal - Clear hallways near entrances - Blinds Closed -No one is allowed to leave or enter the building	Keep threat **out** while maintaining normal operations inside
Lockdown	Immediate **internal threat** (e.g., intruder, violent situation inside school)	-Follow ALICE procedures -Lock classroom doors - Lights off, blinds closed - Hide out of sight, stay silent - Wait for official admin/law enforcement direction -Prepare for relocation	Protect against **active danger inside** the building
Shelter in Place	**Environmental hazard** (e.g., chemical spill, gas leak, severe weather)	- Move to designated safe areas (interior rooms/hallways) - Shut down ventilation if needed - Stay put until safe -Prepare for relocation	Protect against **hazards in or near environment**