



STUDENT AND PARENT HANDBOOK 2025-2026

Mt. Morris Consolidated Schools

“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”**

■

**Ignite Academy
1000 E. Mt. Morris St.
Mt. Morris, MI 48458**

■

The Ignite Academy will inspire students to become responsible, productive citizens with the academic and employability skills needed for post-high school success.

**Main Office: (810) 591-4680
School Fax: (810) 591-3484**



Dear Students and Parents of Ignite Academy:

It is our privilege to serve you and your student. At Ignite Academy, we assume responsibility for:

1. Creating a positive learning environment,
2. Respecting the individuality of all students,
3. Assisting students in becoming self-reliant and independent,
4. Establishing a climate of mutual respect and understanding,
5. Enforcing school rules in a fair and consistent manner, and
6. Encouraging communication between ourselves and parents.

It is our desire to see that all Ignite Academy students be successful in school and in life. With the cooperative efforts of administration, staff, parents, and students, this is possible for each student. This handbook is designed to assist students and parents in becoming familiar with the Ignite Academy facilities; services available to students; the ongoing policies, procedures, and student expectations; and, the available extracurricular opportunities. You are responsible for knowing its contents.

We welcome you to the 2025-2026 school year!

Sincerely,

Ignite Academy Principal

TABLE OF CONTENTS

Page:	SCHOOL SERVICES AND FACILITIES
5	Board of Education
5	Board of Education-Members
5	Administrators-Central Office
5	Non-Discrimination Policy & Compliance Officer Information
6	Agenda/Handbook
6	BOARD OF EDUCATION POLICY-Student Code of Conduct
6	Legal Basis for School Discipline
6	Rights and Responsibilities
6	Education/Expression/Speech
7	Petition/Press/Title IX
7	Assembly
8	Ignite Academy / Re-Entering E.A.J. High School
8	Hallways
8	Calendar
8	Mentoring Services
8	Display Cases, Bulletin Boards, Posters
8	Field Trips/College Visits
8	Lockers
8	Lost and Found
8	Parking Lot
8	Pesticides Application
8	Portfolios/EDP's
9	Restrooms
9	Genesee Career Institute (GCI)
9	Co-Op Program
9	Textbooks
10	Work Permits
10	School Day Policies & Procedures
10	Age of Majority
10	Selective Service
10	PA 165 & PA 234 (Safety of Newborn Children Law)
11	Attendance & Tardiness
11	Attendance Calculation Table
11	Tardy Policy
11	Book bags/Backpacks
11	Building Security/Camera System
12	Cell Phones
13-15	A.U.P. Policy
16	Class Standing/Grade Computation

16	<u>Closed Campus</u>
16	<u>Dropping/Adding Classes</u>
17	<u>Dual Enrollment</u>
17	<u>Pre-tests and Post-tests</u>
17	<u>Fire/Tornado/Disaster Drills</u>
18	<u>Graduation Requirements</u>
19	<u>Grade Level</u>
20-21	<u>N.C.A.A. College Clearing House</u>
21	<u>Marking System</u>
21	<u>Medication/Prescription and Non-Prescription</u>
21	<u>Student-lead Parent/Teacher Conferences</u>
22	<u>Release for Photos & Video Taping</u>
22	<u>School Closings</u>
22	<u>Search and Seizure</u>
22	<u>Testing</u>
23	<u>Testing Out of Courses</u>
23	<u>Tobacco Free Schools Law</u>
23	<u>Transfer or Withdrawal from School</u>
23	<u>Use of Car</u>
23	<u>Visitors</u>
24	<u>Student Behavioral Expectations & Disciplinary Procedures</u>
24	<u>School Citizenship</u>
24	<u>Student Expectations</u>
24	<u>PBIS</u>
24	<u>Student Code of Conduct</u>
24	<u>Academic Dishonesty</u>
25	<u>Bullying Policy</u>
26-28	<u>Student Consequences for Violations</u>
26	<u>Student Violations and Consequences</u>
26	<u>Group I Violations</u>
27	<u>Group II Violations</u>
28	<u>Group III Violations</u>
29	<u>Student Dress</u>
30	<u>Extracurricular Policies and Procedures</u>
30	<u>Building Access after School</u>
30	<u>Dances</u>
30	<u>School- Home Communication</u>
30	<u>Spectator Buses</u>

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 Mt. Morris Consolidated Schools states:

“The mission of the 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. In as much 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 Plyer, President
Pam Sprague, Vice President
Stephanie Rowe, Treasurer
Amie Lovelady, Secretary
Arlene Wilborn, Trustee
Shawn Trumble, Trustee
Mary Severn, 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 leadership both internally and externally, to enhance relations with the community, and move the district toward its mission.

Superintendent Mickie Kujat
Assistant Superintendent.....Robert Bueche

In accordance with Board Policy, 2260: Mt. Morris Consolidated Schools’ Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information, or any other legally protected category, (collectively, in its programs and activities, including employment. 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”)

Civil Rights Coordinators

Dr. Rob Bueche
Assistant Superintendent/Title IX Coordinator
Mt. Morris Consolidated Schools
12356 Walter St.
Mt. Morris, Michigan
(810) 591-8760

Mrs. Courtney Gustafson
Principal / Title IX Coordinator
Mt. Morris Middle School
12356 Walter St.
Mt. Morris, Michigan
(810) 591-7100

HANDBOOK

All students will receive a copy of the student handbook. The handbook will also be available on the district website. Students should familiarize themselves with the policies and procedures contained in the school handbook.

BOARD OF EDUCATION POLICY MT. MORRIS CONSOLIDATED SCHOOLS

STUDENT CODE OF CONDUCT

Introduction:

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 community member, worker, and law-abiding citizen. 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.

RIGHTS AND RESPONSIBILITIES:

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 their rights 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.

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.

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

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.

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.

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.

Ignite Academy/Re-Entering E.A.J. High School: The Ignite Academy is a program for students 19 years old and younger who have dropped out of school, are considering dropping out, or who have some extenuating circumstances which make attending EAJ inadvisable. EAJ students must receive specific permission from the principal to be considered for this program.

Once the student has enrolled in the Ignite Academy, 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 either alternative education program:

1. No discipline problems/referrals
2. No attendance problems/infractions
3. Recommendation from administration

Students re-entering E.A.J. High School from the Ignite Academy 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.

HALLWAYS

Students are expected to refrain from wandering the halls of MMECC. Students are also expected to dispose of their own paper, garbage, cans, etc.

Calendar: 2025-2026 Yearly Calendar will be supplied upon enrollment.

MENTORING SERVICES

The Ignite Academy is unlike any other online learning program students have experienced. Not only are students afforded the opportunity to work independently online, but they are also paired with a mentor teacher. Students will work one on one with mentor teacher to help track progress, discuss class work, and receive any other guidance as needed. Students will be in contact with their mentor teacher on a weekly basis. Mentor teachers are available to talk with students concerning scheduling, academic content support, lab attendance, teacher and student conflicts, career job placement, and preparations for further schooling. Students and parents will sign a "Mentoring Requirement" Contract upon acceptance to the program.

DISPLAY CASES, BULLETIN BOARDS, POSTERS

Students should not rearrange, write on, or remove items from any of the display cases, bulletin boards or room décor in any of the classrooms or hallways.

FIELD TRIPS/COLLEGE VISITS

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 parents/guardians. All school rules are in force while on a field trip. Student involvement in a field trip is up to the discretion of his/her 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.

LOCKERS

Lockers are available for use for coats, book bags, or personal items. The school will not provide locks for each student. All students are encouraged to bring their own locks for the school day. All locks must be removed at the end of each school day. Ignite Academy is not responsible for any lost, stolen, or damaged property.

LOST AND FOUND

Lost and found articles will be put in the Lost and Found in the office. Please check as soon as possible after something is lost. Items left more than one week will be donated to the Clothing Closet.

PARKING LOT

The student parking lot is the lot to the rear of Central by the Ignite Academy Entrance. *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 front staff parking lot unless permission is given by administration. Students are expected to properly park between the designated yellow parking lines. Vehicles parked improperly or in the fire lane are subject to being towed at the owner's expense. Vehicles parked in the school parking lot may, in conjunction with 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 removal from the Ignite Academy.

***Reminder:** Smoking is not permitted on school grounds. Any and all smoke products are prohibited on school grounds.

PESTICIDE APPLICATION

Students and/or parents will be informed prior to the application of pesticides when a request is filed in the principal's office. A yearly reminder of the opportunity to be informed will be provided to all parents.

EDUCATIONAL DEVELOPMENT PLANS

The Ignite Academy will assist all students in establishing and maintaining an Educational Development Plan between grades 9th through 12th, which will be updated annually. Supporting documents as outlined in the students' EDP will be kept in the students file in the main office at MMECC.

RESTROOMS

Restrooms are located throughout the building. Students are not allowed to loiter in the restrooms at any time. Because of the "Tobacco Free School Law," students found using smoking products in restrooms will face disciplinary action which may involve the police.

GENESEE CAREER INSTITUTE

Sophomores, juniors and seniors may elect to enroll in a course of study at the Genesee Career Institute as part of their regular school program. There are three skill center sessions per day. GCI students will take three regular classes at the high school unless a principal approves an exception. Details about the Skill Center program are provided during spring class registration or may be obtained in the office.

CO-OP/WBL PROGRAM

Students have the opportunity to earn credit for work experience that is complete outside the school day. The following regulations apply:

- The coordinator must approve students entering this program. Credit will be given for successful completion of their training program.
- Co-op students must comply with the requirements of the program. Any violations may necessitate a co-op being dropped from the co-op program without credit.
- Co-op students must complete and return a training plan, training agreement, quarterly evaluations, and weekly time sheets.
- Credit is earned based on a satisfactory evaluation and the following hours worked: 137.5 hours = .5 credit, 275 hours = 1 credit, 412.5 hours = 1.5 credits, and 550 hours = 2 credits.
- A maximum of two (2) credits will be given toward graduation for work experience earned through the co-op program.
- Students may work between 10 hours a week and may not exceed 24 hrs. per week if under the age of 18.
- Students may not miss school/lab hours to work.

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 picks up a work permit in the main office;
2. The work permit is completed by the parent, student and the employer then returned to the main office;
3. The student takes the completed work permit back to his/her employer;
4. An additional work permit must be processed for each new job taken.

SCHOOL DAY POLICIES & PROCEDURES

AGE OF MAJORITY

The Board of Education recognizes that when a student reaches the age of majority, she/he is afforded all of the rights and privileges of adulthood. 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.

It is imperative that the student who reaches this status recognizes that, with the current age of majority legislation, the schools have been given the right to set up reasonable rules regarding their operation. The Michigan legislature, recognizing the possibility of conflict between 18 year olds who are still in attendance at a school and the school policy of operation, spelled out the school's rights explicitly in the Michigan School Law Sec. 340.614, MSA 15.3614, stating: "it can be stated unequivocally that rules may be made by the state, local boards of education, teachers and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regard to surrounding circumstances...". These rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of each district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by school board policies which have been officially adopted and published. An eighteen-year-old student's responsibility to the school does not change upon reaching the age of majority.

SELECTIVE SERVICE INFORMATION

By law, male students age 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>

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 is to be listed on the sex offenders registry on the internet for at least 25 years.

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.

Attendance: PHILOSOPHY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success in future endeavors. This is a habit the school wants to help students develop as it prepares them for lifelong learning.

The intent of this policy is not to punish students for absences, but to ensure that students remain proficient with material when they have been absent from school.

ATTENDANCE POLICY

This attendance policy considers how many times a student is absent from class, regardless of the reason.

Parents are expected to communicate absences to the office when a student must be absent. This can be in the form of a phone call or a written notification.

As an Ignite Academy participant, a Virtual Learning Program, allows student access to work from home (or anywhere with internet access) on days physical attendance is not possible. However, physical presence is expected as the **attendance requirement must be followed** in order for your student to remain active at Ignite.

A minimum of 4 hours per day, four days per week is required.

Parents/Guardians will receive attendance notifications when the student has exceeded 4, 8 and 10 absences.

8 absences without school/mentor notification	An in-person meeting/conference will be held to review students' continued participation in the Ignite Program and a contract will be developed. Students may be removed from the program.
---	--

BOOKBAGS/BACKPACKS

Bookbags/backpacks are recognized as an effective organizational/educational tool which assists the students to be prepared throughout the school day. Contents will be limited to educationally oriented items needed for class (i.e. books, paper, writing tools, calculators, etc.). Personal items such as coats, food-drink,, or other non-classroom items etc. are not appropriate backpack items. Coats must be stored in the student's locker. Backpacks should be stored under the desk or in an area, within the classroom, designated by the classroom teacher.

BUILDING SECURITY/CAMERA SYSTEM

As a means of providing additional security for its students, Mt. Morris Consolidated Schools utilizes video cameras on its buses 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.

Ignite Academy has an electronic security (alarm) system. Once the building has 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.**

Cell Phones and Electronic Communication Devices (ECD) Policy

The policy of Mt. Morris Consolidated Schools is to regulate student usage of a cell phone and electronic communication devices during school hours. Following is the policy adopted by the Mt. Morris Board of Education.

A student may possess a cellular phone or other personal electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions according to the following guidelines:

- A. A student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECD's brought onto its property, even in the event the phone is confiscated by the staff or the administration.
- B. Students may use electronic communication devices (ECDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra-curricular activities), or at school-related functions. Use of ECDs except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight.
- C. Students participating in extracurricular activities and athletics must abide by the rules involving the use of cell phones or ECD's during after school hours or on after school bus trips.
- D. Exceptions to the cell phone (ECD) policy are as follows:
 - 1. Use may be temporarily granted based on extenuating circumstances.
 - 2. Use during teacher led activities related to instruction.

Any use of cell phones or other ECD's in an unauthorized manner or in violation of the policy will result in disciplinary actions. The administration reserves the right to modify the consequences, as appropriate.

Parents who need to reach their students are encouraged to contact the main office at 591-4680. Any exception to this policy must be pre-approved from the building administrator.

AUP (Acceptable Use Policy for Technology)

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: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) 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:

- A. Use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. 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 voice-mail 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.
- C. 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.
- D. 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 his/her 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.
- E. 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; or
 - d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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.

- F. If a student misuses the Technology Resources, his/her 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:
1. 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:
 - 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 lack 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.
 3. Accessing or attempting to access material that is considered by the administration to be inappropriate for minors.
 4. Bullying (as defined in paragraph E).
 5. 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.
 6. 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.
 7. 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.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. 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 of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use one’s own account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
 14. Misusing equipment or altering system software without permission.
 15. 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.

16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Student handbook.

G. 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.

H. Part 1

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:

- i. obscene,
- ii. child pornography, or
- iii. harmful to minors.

Part 2

It is the policy of the District to prohibit its minor students from:

- i. accessing inappropriate matter on the Internet;
 - ii. engaging in hacking or other unlawful online activities; and
 - iii. 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 in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- I. The District does not guarantee that measures described in paragraphs H and I 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 paragraphs H and I.
- J. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will not 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.
- K. 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.

CLASS STANDING/GRADE COMPUTATION

For classes graduating in 2002 and thereafter:

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 have completed ALL graduation requirements.

A four-point scale is used to compute Grade Point Averages (GPA) based on the following values:

A	4.000	93-100%
A-	3.7	90-92%
B+	3.3	87-89%
B	3.000	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.000	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.000	63-66%
D-	.7	62%

The cumulative GPA will be calculated at the end of each semester and rounded to the thousandth place. Final GPA's for seniors will be determined based on calculations made following the first semester of the graduating year. 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%.

CLOSED CAMPUS

***No student may leave the school campus without the approval of a building administrator or their designee.**

Students who find it necessary to leave the school during their scheduled day **MUST** follow the specified procedure.

- 1) Students must report to the office and obtain permission to leave campus from a building administrator or his/her 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.

DROPPING/ADDING CLASSES

Students must be enrolled in five (5) classes unless part of a special program or specific permission has been granted by the administration. If a disagreement occurs concerning the drop/add the mentor teacher will attempt to resolve it and if necessary the building administration will make the final decision.

DUAL ENROLLMENT

Under Michigan law it is possible for some students to be enrolled and taking classes both at Ignite and a Michigan public or private college or university. If the following conditions are met the school district will assist student 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. No more than 2 courses per 9th, 10th, and 11th grade years; not more than 4 dual-enrollment courses can be taken during an Ignite student's senior year. 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.

PRE-TESTS AND POST-TESTS

All students are required to take any and all pre-tests and/or post-tests on-campus during school hours and under the direct supervision of a teacher and/or the students mentor teacher. If a student begins or completes a pre-test or post-test off-campus and outside of the school hours, administration and staff reserve the right to delete some or all of the student's completed work from that course. Student could also be dropped from the program. *All testing and Odysseyware login information is stored online and accessible for teachers and administration to view.

FIRE/TORNADO/DISASTER DRILLS

Fire drill, tornado drill, and disaster drill instructions are different for each room and area of the building. Exact procedures are posted in each room and teachers will review the procedures at the beginning of the school year. Practice drills will be conducted on an unannounced basis throughout the year.

GRADUATION REQUIREMENTS

In 1991, legislation was passed which impacted Michigan's graduation requirements, beginning with students scheduled to graduate in 1994. Mt. Morris Consolidated Schools are currently administering the STATE MANDATED tests for assessment purposes.

For the graduating class of 1997 and thereafter students must pass state developed and locally administered proficiency examinations in reading, writing, math, science, and social studies. The Michigan Department of education has field tested the proficiency tests which will be administered to all 11th grade students in April and May.

To be eligible for graduation from the Ignite Academy, each student will have successfully completed 22 credits in the following REQUIREMENTS: Beginning with the graduating class of 2010-2011, students will be expected to meet the graduating requirements of Public Acts 123 and 123 of 2006. These include:

Curriculum Area	Number of Credits	Required Courses
English Language Arts (Basic, Advanced, or Advanced Placement)	4	English 9 English 10 English 11 English 12
Mathematics	4	Algebra I Geometry Algebra II Option 1: 1 additional math or math related credit in the senior year that meets the guidelines of the Michigan Department of Education and is approved by the High School Administration. Option 2 Algebra II: Completion of State Approved CTE Program from approved list***
Social Studies	3	U. S. History and Geography World History and Geography .5 credit in Civics .5 credit in Economics Option 1: Economics related credit through completion of State Approved CTE Sales & Marketing Program (full yr.)
Science	3	1 credit Biology 1 credit Chemistry, Physics, Anatomy, Ag Science, or Physical Science 1 credit other Science course Option 1: Completion of State Approved CTE program (full yr.)
Physical Education/Health	1	.5 credit in Health .5 credit in Physical Education Option 1: (beginning with the graduating class of 2016): .5 credit requirement may be fulfilled by participation on a school sanctioned Freshman, JV, or Varsity athletic team or Marching Band. Student must begin as a member of the team on the first day of the sport's season and be member in good standing on the last day of the season. A maximum of .5 PE credit can be granted for participation in extracurricular activities. Administration must approve any school sanctioned extracurricular activity used to fulfill this requirement.
Visual, Performing, Applied Arts (VPAA)	1	Visual, Performing or Applied Arts course Option 1: Completion of State Approved CTE program (full yr.)
Personal Finance	.5* * (For only pupils entering grade 8 in 2023 or after)	.5 in Personal Finance
Online Experience		Course or Integrated Experience

World Language	1 2* * beginning in 2015-16	Course content grade appropriate K-12 Beginning in 2015-2016: Option 1: 1 credit of VPAA Option 2: Completion of State Approved CTE program (full yr.)
----------------	--------------------------------------	---

*--No Opt-out option **--Opt-out options will be developed by the district and in compliance with all state guidelines as they become available. In addition, beginning with the class of 2015-2016, all graduates will be required to have successfully completed at least 2 credits of Foreign Language coursework during their K-12 experience.

Special Reminders about Graduation Requirements

Based on your graduating class, attend the appropriate number of semesters as designated below:

<u>Class Of:</u>	<u>Number of Semesters:</u>	<u>Required Credits for Graduation:</u>
2015 and beyond	8 (semesters)	22 credits

1. **CREDIT:**

All courses carry a value of 1/2 credit per semester. Genesee Career Institute classes carry 1 1/2 credits per semester.

GRADE LEVEL:

Students are assigned to a grade level based on the following criteria:

9th Grade	less than 5.5
10th Grade	5.5 - 10.5
11th Grade	11 - 16
12th Grade	16.5 and above

2. **STUDENT LOAD:**

All students will be registered for 5 classes unless part of a special program or specific permission has been granted by the principal.

4. **COMMUNITY VOLUNTEER SERVICE:**

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, 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.

3. **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. **Odysseyware "E" courses are not NCAA approved.

NCAA Eligibility Requirements

Division I: Core Courses (16)	*Initial full-time collegiate enrollment before August 1, 2016: -Sixteen (16) core courses are required (see chart below for subject-area requirements) *Initial full-time collegiate enrollment on or after August 1, 2016: -Sixteen (16) core courses are required (see chart below for subject-area requirements) --Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be English, math or natural/physical science. --These courses/grades are “locked in” at start of the seventh semester (cannot be repeated for grade-point average (GPA) improvement to meet initial-eligibility requirements for competition). -Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting <u>academic redshirt</u> requirements (see below).
Test Scores: (ACT/SAT)	*Students must present a corresponding test score and core-course GPA on the sliding scale (see chart at NCAA Eligibility Center Quick Reference Guide, pg. 2). - SAT: critical reading and math sections. Best sub score from each section is used to determine the SAT <u>combined</u> score for initial eligibility. - ACT: English, math, reading and science sections. Best sub score from each section is used to determine the ACT <u>sum</u> score for initial eligibility. *All ACT and SAT attempts <u>before</u> initial full-time collegiate enrollment may be used for initial eligibility. *Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. <u>Test scores on transcripts will not be used.</u>
Core Grade-Point Average:	*Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org) will be used to calculate your core-course GPA. Use this list as a guide. *Initial full-time collegiate enrollment before August 1, 2016: - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see chart at NCAA Eligibility Center Quick Reference Guide, pg. 2) - Core-course GPA is calculated using the best 16 core courses that meet subject-area requirements. *Initial full-time collegiate enrollment on or after August 1, 2016: - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-courses GPA (minimum 2.300) on Sliding Score B (see chart at NCAA Eligibility Center Quick Reference Guide, pg. 2). - Core-course GPA is calculated using the best 16 core courses that meet both progression (10 before seventh semester; seven in English, math or science, “locked in”) and subject-area requirements.
Division I: Core-Course Requirement (16):	4 years of English, 3 years of math (Algebra 1 or higher), 2 years of natural/physical science (1 year of lab if offered), 1-year additional English, math or natural/science, 2 years of social science, 4 years of additional courses (any above, foreign language or comparative religion/philosophy)
Division II Requirements: Core-Courses (16) as of August 1, 2018	*Initial full-time collegiate enrollment before August 1, 2016: -Sixteen (16) core courses are required (see chart below for subject-area requirements) *Initial full-time collegiate enrollment on or after August 1, 2016: -Sixteen (16) core courses are required (see chart below for subject-area requirements) --Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be English, math or natural/physical science. --These courses/grades are “locked in” at start of the seventh semester (cannot be repeated for grade-point average (GPA) improvement to meet initial-eligibility requirements for competition). -Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting <u>academic redshirt</u> requirements (see below).

Division II: Core-Course Requirements (16)	3 years of English, 2 years of math (Algebra 1 or higher), 2 years of natural/physical science (1 year of lab if offered), 3 years of additional English, math or natural/science, 2 years of social science, 4 years of additional courses (any above, foreign language or comparative religion/philosophy)
Test Scores: (ACT/SAT)	Beginning August 1, 2018, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA). The sliding scale for those requirements appears on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Use this list as a guide. -SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used. -ACT score used for NCAA purposes is a sum of the following four sections: English, math, 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:	*Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org) will be used to calculate your core-course GPA. Use this list as a guide. *The current Division II core GPA requirement as of August 1, 2018 is 2.200. *The minimum Division II core GPA required to receive athletics aid and practice as a partial qualified on or after August 1, 2018 is 2.000 (corresponding test-score requirements are listed on the Sliding Scale as listed at www.eligibilitycenter.org site pg. 2.

MARKING SYSTEM

The cumulative GPA as well as semester grades will be based on 18 weeks of progress. Progress reports will be sent home midway through each semester. These progress reports will indicate academic progress and/or behavior tendencies.

A 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. Report cards and progress reports will be mailed home unless picked up by a parent.

MEDICATION

Medication, both prescription and non-prescription, which students are to take during the school day is to be brought to the main office by parents and will be disbursed by office personnel. Specific directions for administering the medication and a signed physician's verification must be on file in the office. A physician verification must be obtained for prescription and all over the counter medications taken at school. *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 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.

STUDENT-LEAD PARENT/TEACHER CONFERENCES

Two scheduled opportunities for parents and teachers to discuss students' progress occur generally midway through each semester. These conferences will be student-led and are mandatory for ALL students. Parents may also call the school between the hours of 8:30 a.m. and 4:00 p.m. to speak to or arrange for a return phone call from teachers and administration.

RELEASE FOR PHOTOS AND VIDEO TAPING

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 of their child in either printed or taped format, they must make it known to administrators of IGNITE Academy by October 1st of the current school year. Audio recording & video of any kind, including cell phones are not permitted in the classroom, unless the student has received permission from the teacher. This is considered a classroom distraction and is also a violation of HIPAA and ADA Acts.

SCHOOL CLOSINGS

Severe inclement weather or other unexpected occurrences can cause an unexpected closing or dismissal of school. *If such a situation occurs, an announcement will be made from one or all of the following forms of communication:*

1. District Webpage –
2. Messenger – Remind App
3. Radio stations:
 - a. WFDF (910)
 - b. WTAC (600)
 - c. WFLT (1420)
 - d. WCRZ (108)
 - e. WDZZ (92)
 - f. WWCK (105)
4. Television Stations:
 - a. WJRT (12)
 - b. WEYI (25)
 - c. WNEM (5)

SEARCH AND SEIZURE

It is the intent of IGNITE Academy 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 parking 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.

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. In accordance with Board Policy 5771.

TESTING (SAT and M-STEP)

- A. 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.
- B. SAT/M-STEP Tests: The state of Michigan requires that all 11th grade students take this multiple part test. This test is given in the early spring of each year. Specifics regarding date, time, and place will be provided.
- C. M-STEP: *Will follow state guidelines & testing schedule in the spring of each year.
- D. Other: 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. Some tests such as the ACT Aspire, STAR and Gates MacGinitie Test are required to be taken by students.

TESTING OUT OF COURSES

Michigan law (PA335 of 1993, Section 1279b) allows students to receive credit for a course in which the student is not 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. The course will not count towards graduation for a course requirement.
3. A student who earns credit in this manner cannot later take a lower sequence course in the same subject area.
4. A student shall not be allowed to test out of a state required course (government, health, etc.).
5. 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.).
6. *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 the building administrator.

TOBACCO FREE SCHOOLS LAW

Tobacco use is banned from all school buildings and school grounds at all times.

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 Ignite Academy staff member; and the checkout form completed by each teacher and returned to the main office.

USE OF CAR

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

1. 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 the owner's expense.*
2. 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.
3. 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. The school will assume no expense for damage to or theft from a student's vehicle. It should also be noted that vehicles parked on school property are subject to random non-invasive searches by law enforcement officials. Any vehicle containing or displaying offensive or sexually suggestive language/pictures/ 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.

VISITORS

Parents are welcome to the Ignite Academy at any time. Should a parent wish to visit a classroom, we ask that they give at least 24-hour notice to the office and teacher(s) whose classrooms they wish to visit. All visitors must report to the main office before proceeding into the Ignite Academy building. Students from other schools are not allowed to visit Ignite Academy during the school day unless they are involved in a pre-planned institutional activity.

STUDENT BEHAVIORAL EXPECTATIONS & DISCIPLINARY PROCEDURES

SCHOOL CITIZENSHIP

IGNITE Academy is a community of students and staff who function together as citizens. All students have basic rights such as the right to speech, press, petition, assembly, property freedoms, and the right to an education. However, 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. It should be an ever present goal at EAJ to function as a good citizen.

STUDENT EXPECTATIONS

PBIS: At the Ignite Academy, there is a commitment to teaching positive behaviors that are expected in the school. A Positive Behavior Support System (PBIS) has been developed and instituted. This PBIS program encourages the recognition of positive student behavior.

The acronym for Ignite Academy's P.B.I.S. program is P.R.I.D.E.

P.R.I.D.E. Stands for:

- P-Our students must be Prepared
- R-Our students must show Respect
- I-Our students must show Integrity
- D-Our students must be Dependable
- E-Our students must display an Educational Excellence

Pride expectations are reviewed with the student body. In addition, classroom teachers have posters in their classrooms describing P.R.I.D.E. expectation. Signs are also posted in various areas of the building which contain expectations for the specified area.

STUDENT CODE OF CONDUCT

A primary objective of the Mt. Morris Consolidated Schools' 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 cannot 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.

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. Academic dishonesty referred to the office will be treated as a group 1 violation and disciplined accordingly. Students must follow the strict Pre, Post & Review Test guidelines as outlined in the student application.

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 Consolidated Schools 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, assistant principal, or designee on a case-by-case basis. A social suspension may be considered for up to 365 days.

Bullying Policy

The Mt. Morris Consolidated Schools Board of Education has adopted a policy specifically addressing bullying. According to #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 Consolidated 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.

STUDENT CODE OF CONDUCT

Under most circumstances the consequence for violating a school rule is identified in the "VIOLATIONS and CONSEQUENCES" section of this handbook, but in all cases the consequences are ultimately decided by the school principals who administer this handbook. Seven factors the school will consider before suspending or expelling a student are the student's age, discipline history, disability, seriousness of the behavior, whether the behavior posed a safety risk, use of restorative practices, and whether lesser interventions would address behavior. In some cases, a parent/guardian conference, along with other consequences are appropriate and may be initiated by the principal, student, or parent/guardian.

Group I Violations include, but are not limited to:

1. Inappropriate Language - student engages in low-intensity instance of inappropriate language.
2. Physical Contact/Physical Aggression - Student engages in non-serious, but inappropriate physical contact.
3. Defiance/Insubordination/Non-Compliance - Student engages in brief or low-intensity failure to follow directions or talks back.
4. Disrespect - Student delivers low-intensity, socially rude or dismissive messages to adults or students.
5. Disruption - Student engages in low-intensity, but inappropriate disruption.
6. Dress Code - Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
7. Technology Violation - Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
8. Property Misuse - Student engages in low-intensity misuse of property.
9. Other Behavior - Student engages in any other minor problem behaviors that do not fall within the above categories.

Group II Violations include, but are not limited to:

1. Abusive Language/Inappropriate Language/Profanity - Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
2. Physical Contact/Physical Aggression - 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.)
3. Inappropriate Display of Affection - Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
4. Defiance/Insubordination/Non-Compliance - Student engages in refusal to follow directions or talks back.
5. Disrespect - Student delivers socially rude or dismissive messages to adults or students.
6. Disruption - Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
7. Dress Code - Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
8. Technology Violation - Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
9. Property Damage/Vandalism - Student participates in an activity that results in destruction or disfigurement of property.
10. Lying/Cheating - Student delivers message that is untrue and/or deliberately violates rules.
11. Forgery/Theft/Plagiarism - Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
12. Harassment - The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.

13. Bullying - The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
14. Gang Affiliation Display - Student uses gesture, dress, and/or speech to display affiliation with a gang.
15. Fighting - Student is involved in mutual participation in an incident involving physical violence.
16. False Alarm - Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
17. Use/Possession of Alcohol - Student is in possession of or is using alcohol.
18. Use/Possession of Combustibles - Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
19. Use/Possession of Drugs - Student is in possession of or is using illegal drugs/substances or imitations.
20. Use/Possession of Tobacco - Student is in possession of or is using tobacco
21. Inappropriate Location/ Out of Bounds Area - Student is in an area that is outside of school boundaries (as defined by school).
22. Skip Class - Student leaves or misses class without permission.

CONSEQUENCES for 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. The following factors shall be considered prior to suspending or expelling a student:

- 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

Consequences may vary on the severity, frequency, and individual considerations. Consequences may include detention, in-school suspension, out-of-school suspension, or expulsion.

1. Being sent home for the day and a parent meeting/contact.
2. **Out-of-School Suspension** - the student is excluded from the regular school day and all extra-curricular activities for one to nine days depending on the situation.
3. **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 and 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.

Mt. Morris Consolidated School Safe Schools Discipline Policy:

Mt. Morris Consolidated Schools' Board of Education endeavors to ensure the Mt. Morris Consolidated Schools is a safe place for teaching, learning and working. 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. The Mt. Morris Consolidated Schools work in cooperation with local and state authorities to enforce all state laws in regards to student behavior and conduct.

Group III Violations include, but are not limited to:

Mt. Morris Consolidated Schools will take swift and appropriated disciplinary action for the following infractions;

Group III Violations:

1. Weapons, Arson, or Criminal Sexual Conduct:

Any student in possession of a dangerous weapon, as defined by law, or who commits arson or criminal sexual conduct 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.

2. Physical Assaults Against School Personnel:

Subject to consideration of the 7 Discretionary Factors, 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 eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

3. Physical Assaults Against Students:

Subject to consideration of the 7 Discretionary Factors, 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. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

4. Verbal Assault:

Subject to consideration of the 7 Discretionary Factors, any student in grade 6 or above who commits a 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 shall be expelled by the Board for up to one hundred eighty (180) days. The Board may modify the expulsion period on a case-by-case basis.

****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.**

5. Bomb Threat:

Subject to consideration of the 7 Discretionary Factors, 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 shall be suspended or expelled.

6. Sale or Distribution or Unlawful Drugs and Behavior Altering Substances:

Subject to consideration of the 7 Discretionary Factors, any student who 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 or look-alikes may be suspended or expelled

CONSEQUENCES FOR GROUP III VIOLATIONS

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.

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.

STUDENT DRESS CODE

Since students are constantly judged by appearance, it is advisable that good grooming and personal hygiene habits be practiced at all times. Any clothing that presents a distraction to teacher or classmates, interferes with classroom activities, or presents a safety hazard to the student or eludes to an inappropriate action is prohibited. T-shirts/shirts which advocate the use of illegal substances, advertises beer, alcohol, or tobacco; or contain offensive language or sexually suggestive language (Playboy/Hooters), picture, or motto are not acceptable - this also applies during physical education classes. Students may wear shorts, skirts and dresses which are mid-thigh in length (approximately 4-5 inches above knee cap). Spandex shorts, "leggings", or pants, and shorts/dresses above mid-thigh (approximately 4-5 inches above knee cap) are not to be worn. Mesh shirts/tops which reveal bare midriffs, plunging necklines, off the shoulder/spaghetti straps or tank tops with straps thinner than 1.5 inches in with garments are not to be worn. Underwear shirts/tops are inappropriate attire for school. General rule for shirts/tops, etc. - if it cannot be tucked in, it should not be worn. Pajamas and bedroom slippers are inappropriate school attire. Sunglasses, hats/headgear (i.e. wave caps, bandanna's, stocking caps, sweatshirt hoods), coats/jackets, gloves, wallet chain(s) and clothing torn in a revealing manner cannot be worn in school. Hats and sunglasses are to be kept in lockers during the school day. Any clothing, jewelry or personal displays determined to have gang implications will be banned. Students must wear pants/slacks and or shorts at their natural waist so that there is *NO* exposure, or possible exposure of undergarment wear or skin. "*Sagging*" pants will not be tolerated. Students in violation of dress code will face disciplinary action under the Group I violation. Any and all items/materials confiscated will be held until the end of the school year. Inappropriately dressed students will immediately be sent home or placed in ISR.

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 INTERVENTION

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

EXTRACURRICULAR POLICIES AND PROCEDURES

EXTRACURRICULAR / ATHLETICS

Students are **not allowed** to participate in extracurricular activities or athletic programs that are sponsored by any other school in our district, including EAJ High School.

BUILDING ACCESS AFTER SCHOOL

Students are to be out of the school building by 3:00 p.m. unless under the direct supervision of an IGNITE Academy staff member or administrator. Students that do not drive to school should plan to be out of the building by 3:00 p.m., Monday – Thursday. Students may wait outside the school for their ride if after 4:00 p.m.

DANCES

Ignite Academy Juniors and Seniors may attend EAJ High School's Homecoming and/or Prom. Students 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. Guests must be classified as a high school student - classified either as a freshman, sophomore, Junior, or Senior, and **cannot exceed 20 years of age**. **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, Sadie's, 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. Attendance at any dance at EAJ must be pre-approved by the Administration from EAJ & the Ignite program. Administration holds the right to deny attendance.

SCHOOL-HOME COMMUNICATION

Communication between the school and home is extremely important. School Messenger App will be used to maintain mentor/student contact and help keep you/your student informed about classroom activities and assignments. School closures will also be updated on Fox 66. Parents will receive a newsletter with progress reports and report cards. An Informational article regarding the 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 email addresses and web pages can be viewed from at www.mtmorrissschools.org. Also, at times it may be necessary to make automated building-wide calls home using the Synervoice System. In such cases, the first phone number on the student's contact list will be used.

SPECTATOR BUSES

Spectator buses may be made available for some events to be used by Ignite Academy students and staff only. No guest may ride the spectator bus. In all cases, an adult chaperone 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.