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## **PRINCIPAL'S WELCOME**

Greetings,

The faculty and staff of Morenci High School would like to welcome you to the 2015-2016 school year. We are excited about the upcoming school year and look forward to sharing our knowledge and experience with you. As students, it is important to maintain good attendance, develop a good work ethic and attitude, and be courteous and respectful to everyone. Together we will develop a positive learning environment in our school. Our school will be a place that all students feel safe and welcome. In addition it is equally important to complete your assigned work to the best of your ability. If you need help, be sure to ask. Our faculty and staff will practice student-centered leadership. This means that our students are the focus of everything that we do. We are here to help you and I hope you have a great year.

Sincerely,  
Bryan Boling  
High School Principal

## **VISION STATEMENT**

We are a top tier, technologically advanced school system that instills excellence in our teachers, staff, and students allowing us to compete globally and prepare students for the future, for life.

## **MISSION STATEMENT**

We, the stakeholders, are student centered and hold high expectations for students and ourselves. We work together to provide a safe, healthy, positive, supportive environment where the intrinsic value, dignity, and integrity of each individual are recognized and developed.

## **LEARNER OUTCOMES**

Morenci Unified School District will be develop students who  
Communicate effectively;  
Gather, process and use information to creatively solve problems and make decisions;  
Show initiative while working cooperatively as well as independently;  
Appreciate our American culture and recognize the worth of other cultures;  
Demonstrate standards of responsible conduct;  
Utilize technology;  
Employ skills of self-directed learning; and  
Incorporate knowledge into career and life planning

## **ALMA MATER**

High upon the rugged mountain  
Glorious to view  
Stands our gallant Alma Mater  
Loyal, brave and true.  
Lift the chorus; speed it onward;  
Never let it die.  
Hail to thee, dear Alma Mater  
Hail, Morenci High.

## **MHS FIGHT SONG**

(On Wisconsin Music)

On Morenci On Morenci fight fight through that line.  
Kick the ball right through the goal post we'll score sure this time.  
Boom! rah! rah!  
On Morenci! On Morenci! Fight on for her fame.  
Fight fellows, fight and we will win this game.

**BOARD OF EDUCATION 2015-2016**

Kelly Baker .....	President
Ron Campbell.....	Vice-President
Gwyn Rhys-Evans.....	Member

**DISTRICT ADMINISTRATION**

Dr. David Woodall.....	Superintendent
Erika Aguallo.....	Business Manager
Mary Merino.....	Office Staff
Carleen Salazar.....	Office Staff
Shannon McCarthy.....	Office Staff

**HIGH SCHOOL ADMINISTRATION**

Bryan Boling.....	High School Principal
Veronica Morales.....	Guidance Counselor/CTE Director
Frank Ogas.....	Assistant Principal/Athletic Director
Ilsa Castillo.....	Academic Coach
Rosalie Christenson.....	Director of Special Education

**FACULTY**

Shawn Abele.....	Technology
Alexa Aguilera.....	Math
Arianna Aguilera.....	Science
Julie Baker.....	English/History
Sherry Carbajal.....	Culinary Arts
Rhyanna Carpenter.....	Physical Education
Steven Chavez.....	Spanish
Jared Collins.....	Band
Marilou Cortez.....	Science
Amanda Davis.....	English
Svetlana Ellenberger.....	English
Joe Garcia.....	English
David Gonzales.....	History
Sabrina Gonzales.....	Spanish
Gilbert Hilpert.....	Welding/Woods
Jessica Killgore.....	Math
Kenneth Lester.....	Government
Doug Mennen.....	Accommodation School
Terry Montoya.....	Language Arts
Steven Myers.....	Math
Nicola Richardson.....	Science
Gary Sandoval.....	Math
Renee Still.....	Math
Ted Tiefel.....	History
Daphene Wilkes.....	Art
Casey Woodall .....	History/ Physical Education

**HIGH SCHOOL STAFF**

Amy Ciriello.....	Office Manager
Tasha Harguess.....	Athletic Secretary
Brenda Street.....	Counselor’s Assistant
Denise Wilkes.....	Library Aide
Juanita Verlander.....	Health Tech
Josh Stingel.....	Technical Support
Naline Lawrence.....	Technical Support
Nancy Fletcher.....	Distance Learning
Mary Garcia.....	On Campus Suspension
Heather Armijo.....	Concessions
Maggie Gonzales.....	Concessions

**WILDCAT CUSTODIAL STAFF**

Diana Roybal.....	Janitor
Nancy Connell.....	Janitor
Andrea Gurtler.....	Janitor
Margo Ray.....	Janitor
Valerie Gordon.....	Janitor
Stephanie Gonzales.....	Janitor

**HIGH SCHOOL STUDENT COUNCIL OFFICERS**

Daniel Ogas.....	President
Simon Teclé.....	Vice-President
David Ogas.....	Treasurer
Taylor Hollestelle.....	Secretary
Jessica Killgore.....	Sponsor

# Morenci Unified School District #18 - 2015-2016 DISTRICT CALENDAR

Teacher Work Day	Early Release (Students Only)	Holiday – School Closed	Parent/Teacher Conferences	End of Quarter	Intersession	Break
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<p style="text-align: center;"><b>JULY 2015</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>July 2015</b></p> <p>New Teacher Orientation.....July 20-23          First Day (Returning Teachers).....July 27          ★ First Day (Students).....July 30</p> <p><b>August 2015</b></p> <p>Early Release.....August 12</p> <p><b>September 2015</b></p> <p>Early Release.....September 2          Labor Day Holiday.....September 7          Early Release.....September 16          K-12 P/T Conferences...(Half Days).....Sept. 30 – Oct. 1</p> <p><b>October 2015</b></p> <p>K-12 P/T Conferences...(Half Days).....Sept. 30 – Oct. 1          End of 1<sup>st</sup> 9 Weeks (46 days).....October 2          Fall Break or Intersession.....October 5-9          Fall Break.....October 12-16          2<sup>nd</sup> 9 Weeks Begins .....October 19</p> <p><b>November 2015</b></p> <p>Early Release.....November 4          Veteran's Day Holiday.....November 11          Thanksgiving Holiday.....November 25-27</p> <p><b>December 2015</b></p> <p>Early Release.....December 2          Early Release.....December 17-18          End of 2<sup>nd</sup> 9 weeks (87 days).....December 18          Winter Break.....December 21-January 1</p> <p><b>January 2016</b></p> <p>3rd 9 Weeks begins.....January 4          MLK Holiday.....January 18          100<sup>th</sup> day.....January 21</p> <p><b>February 2016</b></p> <p>Early Release.....February 3          Presidents' Day Holiday.....February 15</p> <p><b>March 2016</b></p> <p>Parent/Teacher Conf. (1/2 day).....March 9          End of 3<sup>rd</sup> 9 Weeks (135 days).....March 11          Spring Break or Intersession.....March 14-18          Spring Break.....March 21-25          4<sup>th</sup> 9 Weeks Begins.....March 28</p> <p><b>April 2016</b></p> <p>Early Release.....April 6</p> <p><b>May 2016</b></p> <p>Early Release.....May 4          Baccalaureate.....May 22          8<sup>th</sup> Grade Promotion.....May 26          HS Graduation.....May 27          ★ Students' Last Day (Early Release).....May 27          End of 4<sup>th</sup> Quarter/Last Day for Teachers (180days).....May 27</p> <p><b>June 2015</b></p> <p>K-4 Summer School...(T,W,TH).....TBD          5-8 Summer School...(M-TH).....TBD          9-12 Summer School.....TBD</p>	<p style="text-align: center;"><b>JANUARY 2016</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
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**BELL SCHEDULE - MORENCI HIGH SCHOOL**

7:55 AM.....	5 Minute Warning Bell
8:00 – 8:55 AM.....	Period 1
9:00 – 9:55 AM.....	Period 2
10:00 – 10:55 AM.....	Period 3
11:00 – 11:55 AM.....	Period 4
11:55 – 12:40 PM .....	Lunch
12:40 PM.....	5 Minute Warning Bell
12:45 – 1:15 PM.....	CAT Academy
1:20 - 2:15 PM.....	Period 5
2:20 – 3:15 PM.....	Period 6

**SCHOOL BUILDING HOURS AND REGULATIONS**

Visitors to our school receive their first impression from the appearance of our school campus. A clean well-kept facility helps create a positive learning environment and communicates how well we feel about ourselves to others. It is our hope that, as a member of our school community, you will fulfill your individual responsibility to preserve and protect our school facility. A few fundamental rules are essential for the successful operation of any organization. As part of a school community we must obey these rules to ensure the rights of other community members.

1. The building will be open to students **no earlier than 7:30 a.m.** Students are not to enter the building hallway area before the morning duty teacher is on duty.
2. Students wishing to enter the school building before school or at lunch must check in with the teacher on duty or the office. The student entrance is located at the southwest main entrance, between the nurse's office and the Band Room.
3. Students will be allowed to use the inner patio area and Multi-purpose Room to await the start of classes. (No loitering in the hall) Students are not be in the building after 3:45 unless under the direct supervision of a school personnel.
4. Running, shouting, excessively loud or otherwise dangerous behavior in the halls is not permissible.
5. There is to be no food or drink in the halls or classrooms.
6. No one is to be in the halls during class time without a pass. Teachers are responsible for seeing that no student leaves a class without a pass or before a bell rings for class dismissal.
7. Students are not to use office phones during class periods except in case of an emergency.

## ATTENDANCE REGULATIONS

### **REPORTING ABSENCES**

STATE BOARD OF EDUCATION RULES (from State School Law): "No pupil shall be permitted to leave school at recess or any other time before regular hours for closing school, except as he or she is excused. Pupils may be required to bring an excuse from parents or guardian", **STUDENTS OUT OF SCHOOL FIVE OR MORE DAYS IN A SEMESTER ARE CONSIDERED TO HAVE EXCESSIVE ABSENCES.** School law and regulations passed by the legislature in 1973-74, and revised by the State Board of Education, make it mandatory that all public schools list and report to the State Board the reasons for student absences. To comply with this regulation we request that

1. When the student is absent, the parents should telephone the principal's office before 10:00 a.m. EACH DAY the student is absent. A message service is available for non- school hours.
2. If the student does not have a home phone, a written excuse from a parent or guardian is required the day that they return.
3. If a student is aware that he or she will be absent for any reason such as a doctor or dental appointment, conferences, trips, etc., he or she may secure absence approval from the high school office prior to the absence. This can be done by having a parent contact the office.
4. A student may not leave the school at any time without first getting permission from the office. Students leaving school without permission will be considered truant (ditching). This rule includes those who leave school during lunch and then remain out of school.
5. Students having assigned detentions are expected to report at the appropriate time and place. Failure to serve a detention may result in extended detention time, parent conference or suspension.

### **LOSS OF CREDIT – EXCESSIVE ABSENCES**

High school students may not receive credit for classes in which they are absent more than 10 times during a semester.

1. Absences caused by confirmed extenuating circumstances do not count as part of the ten days.
2. **Unreported Absences** count toward loss of credit totals. The school must receive supporting documentation from parents signed by an attending professional (doctor, dentist, lawyer, etc.) and include the associated dates.
3. Suspensions do not count on student absence totals when considered for loss of credit. School-related activities that occur out of class do not count as absences.
4. Students who are not on the cleared absence list, will be considered truant for the day(s) absent.
5. Students leaving school at any time during the day (other than at lunch time) must have permission to leave from the high school office. **Leaving school without permission is considered truancy.**
6. The school day for all students will be the same length. (Exceptions with administrative permission)
7. Students are not to be excused from class to attend another class unless approved by the principal and the cooperating teacher.

### **TARDY PROCEDURES**

Tardies not excused by a medical, dental, or legal professional and in some cases parents, are considered **unexcused** and will be handled according to the following procedure:

- 1<sup>st</sup> – 5<sup>th</sup> Tardy .....Referral to office – Teacher imposed discipline  
(All teachers are required to have consequences for being tardy)
- 6<sup>th</sup> Tardy.....Referral to office - 1 day OCS
- 7<sup>th</sup> Tardy.....Referral to office – Teacher discipline
- 8<sup>th</sup> Tardy.....Referral to office - 2 days OCS
- 9 or more .....Additional Intervention strategies will be imposed



## ***MAKE UP WORK***

Make up work will be allowed for those students who have absences or who are suspended from school. These students have as many days as they were absent to make up all work including tests. Students are encouraged to talk to their teachers to make arrangements to get their make - up work done and tests completed.

## ***PROTECTED TIME***

To reduce the impact of classroom interruptions during the **first 40 minutes of classroom instruction** the following practices will be followed. Students

1. are to be in their assigned room when the bell rings.
2. are NOT allowed to go to their locker.
3. will not be issued bathroom passes, unless it is an emergency.
4. will not be called or sent to the office unless necessary.
5. will not interrupt other classes.
6. will not be interrupted with messages.

## ***EMERGENCY DRILLS***

Fire:

Regular fire and emergency drills will be held. Familiarize yourself with the fire and emergency exit plans posted in each room. Students must follow the teacher's instructions to leave the building and report to the designated area. Our objective is to clear the building in less than 60 seconds. Under no circumstances should students tamper with fire extinguishers. Tampering with fire alarms or fire protection equipment is a serious infraction of policy and may be cause for restriction from class or school for the remainder of the semester with loss of credit. Class time lost during drills may be made up by extending the school day. This action may be taken at the discretion of the Superintendent of Morenci Public Schools.

Emergency Lockdown:

Morenci High School has an Emergency lockdown plan that will be put into action in a dangerous situation. In the event that a lockdown is necessary, the students will be locked in their classroom with their teachers until the emergency is presumed safe by Law Enforcement or Administration.

## ***VISITORS***

Visitors must sign in with the office before entering other sections of the school building. Visitors, other than parents, are not allowed to attend classes.

## ***CAFETERIA***

It is the goal of Morenci School District to provide students with high quality nutritious lunches at a reasonable price. The menu is designed to meet federal guidelines of a nutritionally balanced meal. Students may purchase the traditional Class A lunch or opt to go through the salad bar line. Milk is served with either meal. Additional milk or juice may be purchased. The cost of each meal is \$2.75. Lunches may be purchased on a daily basis with cash or through a debit card account set up at the cafeteria. Information about free and reduced-price lunches may be obtained from the cafeteria director.

## ***STUDENT COUNCIL CONCESSIONS***

A concession stand is operated by the high school Student Council in the Multi-Purpose Room and will be open each regular school day during the lunch period. Students may eat lunch in the Multi-Purpose Room, the patio area, or cafeteria. No food items are to be consumed in other parts of our campus. All refuse must be placed in the appropriate trash containers.

## ***PERSONAL PROPERTY AT SCHOOL***

All personal property including money, electronic devices, tennis shoes, band instruments, etc., brought to or left at school or damaged while at school are the responsibility of the student. The school and its employees are not responsible for any items of this sort that are lost, stolen, or damaged.

## ***VEHICLE OPERATION***

Students with a driver's license are permitted to drive cars, motorcycles, and trucks to school. The student driver must observe all driver safety rules and school policies regarding parking, thoroughfare direction, and restrictive speed limits. Failure to comply will result in loss of driving privileges.

1. Students may not drive three or four wheel ATV's on campus.
2. Students are not permitted to occupy parked vehicles before school or during the lunch period.
3. There is a 5 M.P.H. speed limit on our campus and a 15 M.P.H. speed limit in close proximity to all school facilities. These limits should be strictly observed.
4. Students are not allowed to drive cars to the cafeteria.
5. The Senior Parking Lot is reserved for senior students, faculty and visitors.
6. Underclassmen are to park in the football stadium parking lot.
7. Car rallies are not authorized and are not approved by the administration.
8. Bikes, skateboards etc. are to be secured or stored upon arrival to school. The school is not responsible for lost or stolen items. Neither skateboards nor bikes will be allowed in the building. Also, they are not to be ridden on campus during the school day.

## ***LIBRARY AND LIBRARY BOOKS***

Students have access to books in our library. While in the student's possession these books are the student's responsibility. Fines will be assessed for damaged or lost books as well as overdue library books. Students will be charged \$.10 per day for each day a book is overdue for a maximum fine of \$5.00 (30 days). Library books that are 31 days overdue will be considered lost and students will be charged \$7.50 for a paperback book or the replacement cost of a hardbound book.

The library is open to students every period of the day for the entire year with the exception of the first and last week of school.

1. Students may check out library books between 7:30 a.m. and 3:30 p.m. It is closed during lunch.
2. Students are expected to obey all library regulations and procedures. Destructive, disruptive, and uncooperative behavior may result in loss of library privileges.

## ***LOCKERS***

Lockers are furnished without charge by the school to the student as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectation of privacy, and school personnel may inspect lockers, desks, storage areas, etc., at any time with or without notice.) Students should take proper care of this school-owned property and should keep lockers neat and clean. Do not paint or decorate the locker with items that cannot be easily removed. Misuse of lockers forfeits the student's privilege of their use. Under no circumstances are students allowed to use a locker not specifically assigned to them. Students should notify the office if their locker is not working properly.

## ***STUDENT HEALTH INFORMATION***

If there is a medical problem that causes a student to need frequent access to our restroom facilities, please supply the nurse with the proper medical documentation.

If you have any of the following symptoms do not come to school:

1. A temperature over 100 degrees
2. Vomiting
3. Diarrhea
4. A rash on any part of your body
5. A heavy cold with a hacking cough
6. A sore throat where white spots can be seen or with a fever
7. Red, itching, or burning eyes along with a discharge
8. If you are injured or become ill during school hours, report to the nurse's office for evaluation after notifying the teacher in charge. If the nurse is not available, report to the office for help.
9. The nurse or office staff can administer Tylenol with parent permission.
10. Notify the school nurse of any allergies or health problems so that appropriate emergency treatment may be given at the school or hospital.
11. An immunization record must be on file in the nurse's office. Arizona requires all students to be immunized against measles, rubella, polio, and diphtheria.

## ***ATHLETIC PHYSICALS***

Sports physicals may be offered during the school year or students may arrange for a physical at his or her expense.

## ***HEALTH INSURANCE***

Health insurance is the parent's responsibility. An affordable accident insurance plan to cover your child while at school or 24 hours a day is available. You may pick up an application in the Health Aide's office.

## ***ADMINISTERING MEDICINES TO STUDENTS***

Under certain circumstances, it may be necessary for a student to take medicine during school hours. The following requirements are to be met:

1. A written physician's order stating the name of the medicine, the dosage, and the time it is to be given.
2. Written permission from the parents to administer the medicine to the child.
3. The medicine must come to the Health Aide's office in the prescription container.

## ***STUDENT REGISTRATION INFORMATION***

Morenci students will pre-register for fall classes during the preceding spring. Students new to our district will register in classes needed as indicated on student transcripts.

## ***DROP/ADD***

Students are allowed to drop and/or add classes during the first two weeks of any semester.

1. Students are not allowed to add classes after the first two weeks of any semester.
2. Students are allowed to drop classes and receive NO CREDIT thru the first 4.5 weeks of any semester with parent approval. (Students may not enroll in another class, and schedules will be adjusted to accommodate this drop)
3. Students who drop a class after 4.5 weeks of any semester will receive a withdrawal letter grade of "F" or a percentage grade of "0". They will also receive no credit for the dropped class.
4. Dropping a class after 4.5 weeks will affect eligibility.

## ***TRANSFERRING CLASSES/TEACHERS***

Dissatisfaction with teacher expectations should be first addressed with the teacher in a private after-class conference involving the teacher and student. If a solution is not agreed upon, a student may then ask for a conference with an administrator or counselor. Before transfers are granted, all parties must agree there is a valid legitimate reason.

## ***WITHDRAWAL PROCEDURE***

The parents of students who leave our school district or drop out of school should go to the office and fill out a regular withdrawal form.

## ***STANDARDIZED TESTING PROGRAMS***

Morenci Schools may test each student's achievement through state adopted programs. Some of the purposes of these tests are:

1. To assist the teacher in identifying areas within the student's educational development requiring remediation
2. To assist and guide curriculum development
3. To indicate academic growth
4. To meet state graduation requirements

These tests may measure a student's proficiency in the following basic areas: language arts, mathematics, science, social studies, and the use of resources. Test results will show a profile of the student's ability level if the student made a serious effort on the day the test was administered.

The current state test is the AzMERIT test. Students will take AzMERIT End-of-Course (EOC) tests in English Language Arts (ELA) and Math that will test their proficiency in these subjects. The ELA tests include a writing portion and a reading portion.

AzMERIT End-of-Course tests are ELA 9, ELA 10, ELA 11, and Algebra I, Geometry, and Algebra II. Students take AzMERIT while in the appropriate course. There are no graduation requirements associated with the AzMERIT test.

More information can be found at the Arizona Department of Education website <http://www.azed.gov/> .

## **MORENCI HIGH SCHOOL TEST-OUT GUIDELINES**

### **MORENCI HIGH SCHOOL Administrative Guidelines for Testing Out of Courses Using End-Of-Course Tests (per State Board of Education Rule R7-2-302)**

#### **I. Introduction**

Under the State Board of Education, a student may request the opportunity to demonstrate competency in specific courses in lieu of classroom time.

#### **II. Student Eligibility**

To qualify for the test-out option, students must:

- Complete a **TEST-OUT REQUEST FORM** in its entirety (available in the high school office)
- Have parent/guardian permission if the student is less than 18 years of age
- Have not attempted to test-out of the course within the current semester
- Is within one of the following subject areas and does not exceed the credit limit earned by test-outs and meets graduation requirements:

<b>Subject Area</b>	<b>Credit Limit</b>
English	4
Social Studies <i>AZ Government</i> <i>Economics</i> <i>US History</i>	1.5
Social Studies World History Geography	1
Mathematics	2
Science	2
Fine Arts/Vocational Education	1

#### **III. Test Administrator Guidelines**

1. Eligible students will be allowed **only one opportunity per semester per course** to demonstrate subject area competency.
2. Students may utilize the test-out option only upon written request using the **TEST-OUT REQUEST FORM**.
3. Students may utilize the test-out option only for the subject areas listed in the Student Eligibility Section.
4. Students must take administrative approved test-out exams only.
5. Students may NOT use notes or any other resources (with the exception of graphing calculators for Algebra II courses and higher).
6. To receive course credit, the student must score a 70% or higher.
7. The test-out must be proctored by the school counselor or academic coach.

#### **IV. Awarding of Grades on Transcript**

The student will be awarded a pass/fail credit on their transcript for the course and it will not affect the grade point average. Quality points will not be awarded for test-out courses.

## ***ECAP (EDUCATION CAREER ACTION PLAN)***

An ECAP reflects a student's current plan of coursework, career aspirations, and extended learning opportunities for developing the student's individual academic and career goals. Each high school student will have an ECAP plan to allow for efficient course selection and a timely graduation. The counselor evaluates course requirements with each student as they register and the plans are encouraged to be reviewed by parents. Students will work on adding and updating their ECAPs during Cat Academy and may also work on this from home. More information regarding ECAPs can be found on the Arizona Department of Education website <http://www.azed.gov/>.

## ***REQUIRED CREDITS FOR HIGH SCHOOL GRADUATION***

### ***Morenci High School Graduation Requirements***

The Governing Board of the Morenci Unified School District has set the following requirements for graduation from Morenci High School (beginning with the class of 2012):

- **4 credits in Math;** Algebra I, Geometry, Algebra II, and another higher level Math class offered at MHS or, if placed by scoring the necessary requirement on the EAC placement exam, students may obtain their fourth math credit from Eastern Arizona College for dual enrollment in; Math 120, Math 154, Math 181, or Math 220 (2 of these EAC Math courses must be taken to equal 1 higher level MHS math credit)
- **4 credits of English:** Students must complete and pass English I and English II at Morenci High School before taking any English course through EAC. It is strongly recommended that students complete and pass English III at Morenci High School before enrolling in English 101 with EAC, or take English III concurrently with English 101 (11<sup>th</sup> grade year).
- **3 credits in Social Studies;** World History/Geography (10<sup>th</sup> grade), United States History (11<sup>th</sup> grade), .50 credit in Economics (12<sup>th</sup> grade) and .50 credit in Arizona Government (12<sup>th</sup> grade)
- **3 credits in Science** 1 credit in Freshman Physics, 1 credit in Biology, and the third science credit can be one of the following: 1 credit in Chemistry or Earth Science (Students who are University bound are encouraged to take Chemistry.), or if placed by scoring the necessary requirements on the EAC placement exam, students can take BIO100/CHM138 from EAC for their third science credit requirement for MHS (or 2 other science courses from EAC which are equivalent to 1 MHS science course).
- **1 credit in Physical Education;** After the first year, P.E. class is counted as an elective credit.
- **.50 credit in Microsoft Office**
- **.50 credit in Health**
- **1 credit in Fine Art or CTE-** Fine Art: Art, Adv. Art, CTE are Career & Technical Education/GIFT classes: Culinary I,II,II, Welding I & II, Carpentry, CADD I & II, Film & TV I & II, Yearbook/Graphic Design I & II, CNA, Cosmetology, Sports Medicine, Industrial Electrician classes
- **5 elective credits**
- **Students must have an ECAP in place and update it and keep it current.**

A total of **22** credits are required for graduation. Cat Academy is worth .25 credit per semester, and every other semester class is worth .50 credit. Therefore, to obtain 4 credits in English, a student must pass 8 semester classes. It is important that a student wishing to graduate in four years makes sure he or she fulfills the necessary requirements. College entrance requirements differ slightly. **Students must make up any classes not passed in order to obtain credits needed for graduation! These classes are either made up during summer school, online credit recovery classes during the school year, or during the following school year if their schedule permits.** Students receive dual enrollment credit (Morenci High School credit and EAC credit) when they take and pass a course from Eastern Arizona College.

## **IMPORTANT GUIDELINES & INFORMATION FOR TAKING COURSES THROUGH EASTERN ARIZONA COLLEGE**

***IMPORTANT:*** If students wish to take courses through Eastern Arizona College at Morenci High School to receive dual credit, the following course outline must be followed. Students must enroll and be admitted at Eastern Arizona College at [www.eac.edu](http://www.eac.edu). Students will then take a placement exam to see what courses they place into for English, Math, etc. Students in 10<sup>th</sup> grade who are on track with credits will be administered the EAC placement exam during Semester 2. ***Students who take an EAC placement exam are not automatically enrolled in EAC classes if they receive qualifying test scores.***

**English:** Students must complete and pass English I and English II at Morenci High School before taking any English course through EAC. It is strongly recommended that students complete and pass English III at Morenci High School before enrolling in English 101 with EAC, or, take English III concurrently with English 101 (11<sup>th</sup> grade year).

**Math:** Students must complete and pass Algebra I, Geometry, and Algebra II at Morenci High School before taking any Math course through EAC.

**Social Studies:** Students must complete and pass World History/Geography, U.S. History, Arizona Government, and Economics at Morenci High School. History courses taken through EAC will not replace any Morenci High School graduation requirement Social Studies courses.

**Science:** Students must complete and pass Freshman Physics and Biology at Morenci High School, and can then follow the path above in the MHS Graduation Requirements to obtain their third science credit.

**\*Foreign Language-** If you will be enrolling in an Arizona university upon graduating from high school, you will need to have 2 years of a foreign language in high school, so you will need to pass and complete at least 2 credits of Spanish; Spanish I and Spanish II.

### GRADUATION REQUIREMENTS AND REQUIREMENTS FOR ADMISSION TO ARIZONA'S PUBLIC UNIVERSITIES

SUBJECTS	MORENCI HIGH SCHOOL GRADUATION REQUIREMENTS	STATE OF ARIZONA HS GRADUATION REQUIREMENTS	CURRENT UNIVERSITY ADMISSION REQUIREMENTS
ENGLISH	4 CREDITS	4 CREDITS	4 CREDITS
*MATHEMATICS	4 CREDITS	4 CREDITS	4 CREDITS
**SCIENCE	3 CREDITS	3 CREDITS	(LAB)3 CREDITS
SOCIAL STUDIES	3 CREDITS	3 CREDITS	2 CREDITS
FOREIGN LANGUAGE	NONE	NONE	2 CREDITS
CTE/ FINE ART	1 CREDIT	1 CREDIT	1 CREDIT (Fine Art)
P.E.	1 CREDIT	NONE	NONE
ELECTIVES	5 CREDITS	7 CREDITS	6 CREDITS
MICROSOFT OFFICE	1/2 YEAR	NONE	NONE
HEALTH	1/2 YEAR	NONE	NONE

#### ***TRANSFER CREDIT***

1. Morenci High School accepts credits received from accredited high schools, charter schools, and private high schools.
2. Morenci High School will accept credit hours from post-secondary educational institutions that are recognized by a national accrediting agency. The class must not be offered and/or have been previously attempted by the student at Morenci High School. Three hours of college credit is equal to .50 high school credit.
3. Correspondence classes require prior approval for credit. The student must have attempted the class at Morenci High School or prove there is insufficient time remaining prior to graduation to take the class during the normal school day.
4. Alternative educational credits may be counted as satisfying core classes that are required for graduation with the following stipulations:
  - Students will be given a pass/fail for each course taken based on their percentage grade.
  - The student's transcript will reflect that the student received .50 credit for each semester. No grade will be issued.
  - The .50 credit will be included, without quality points, when determining class rank.

#### ***REPORT CARD***

Report cards are issued every nine weeks. Students receive .5 credit for each successful semester grade.

98% - 100% = A+	74% - 77% = C
94% - 97% = A	70% - 73% = C-
90% - 93% = A-	68% - 69% = D+
88% - 89% = B+	64% - 67% = D
84% - 87% = B	60% - 63% = D-
80% - 83% = B-	0% - 59% = F
78% - 79% = C+	P = Passing

## ***GRADE CLASSIFICATION***

All students will be classified freshmen their first year in high school, sophomores their second year, juniors their third year, and seniors their fourth year in high school.

## ***FINAL EXAMS***

All assignments throughout each semester are worth 80% of the student's grade. Final exams are worth 20% of the student's semester grade.

During semester 2, senior students are not required to take final exams in senior classes if they are receiving passing grades. It is each teacher's responsibility to make sure seniors are passing their class and notify the senior students with the correct earned grade information before final exam time

## ***GRADE POINT AVERAGE (GPA)***

A student's grade point average is based on his/her academic grades, with an "A" equaling four grade points, a "B" equaling 3 grade points, a "C" equaling two grade points, a "D" equaling one grade point, and an "F" equaling 0 grade points.

## ***ACADEMIC RANKING***

1. A high school student is ranked among peers based on quality points.
2. Only classes that are offered as part of our regular schedule and during our regular school day will be considered.
3. Only six classes per semester will be calculated toward quality points.
4. Students who transfer from other school districts will undergo an administrative evaluation of their transcripts to determine *class rank* placement.

## ***QUALITY POINTS/CLASS RANK***

We award students with Quality Points for classes in which they enroll and complete. Chemistry, AP U.S. History, Independent Studies, Spanish II, Spanish III, Algebra II and above (Math courses), and college courses are weighted at 1.25. Career and Technical Education (CTE) courses taken in grades 10<sup>th</sup>-12<sup>th</sup> are also weighted at 1.25. All other courses receive a 1.00 weight. The total Quality Points per class are earned by the final percentage grade the student receives for the class, multiplied by the weighting for the class. We then select the top 6 percentage grades to calculate the total quality points for each student per semester. The students' Quality Points per semester during their 4 years of high school are totaled, determining their class rank.

Cat Academy is not used in totaling quality points because this class is thirty minutes long compared to a fifty-five minute class in other periods throughout the school day. Some students qualify and choose to take college courses through Eastern Arizona College for dual enrollment. Since all students don't qualify and/or choose to take college courses, we use 6 classes for totaling class ranking so everyone has a fair chance at earning quality points.

## ***TOP 10%***

The top academic ten percent of each high school graduating class will be recognized. Valedictorian and Salutatorian will be recognized in the program.

## ***EXTRA-CURRICULAR PARTICIPATION***

Eligibility to represent Morenci High is a privilege attained by meeting specific academic standards. In order to be eligible to participate in athletic contests, to serve as student body or class officers or be involved in an activity which represents the school, students must be making satisfactory progress toward graduation as defined by the eligibility policies. Students may be required to complete assignments prior to participating in an event.

## ***ACTIVITY PROGRAMS***

The student should examine the activities offered and select those in which he or she would like to participate and enjoy. Activities should be planned carefully. Students are encouraged to participate in co-curricular and extra-curricular activities as part of the total educational experience.

## ***CLUBS***

The following clubs and organizations are sponsored at Morenci High School:

Student Council	Art Club
Spanish Club	Literary Society
Knowledge Bowl	Academic Decathlon
Drama Club	Science Club
Copper Cat	Paw Express

## ***SPORTS***

The following sports are offered at Morenci High School:

Band & Flag	Golf	Softball
Baseball	Boys Basketball	Girls Basketball
Cheerleading	Cross Country	Football
Tennis	Track	Volleyball
Wrestling		

## ***ATHLETIC RULES AND REGULATIONS***

Participation in athletics is a privilege extended to students at Morenci High School and Fairbanks Middle School. The following rules and regulations govern participation in Morenci School Athletics. They are designed to provide a safe environment and develop student character traits.

1. The use or possession of tobacco, alcohol, illicit drugs, or the misuse of legal drugs is prohibited and may result in suspension from the team.
2. Attending functions where the use or possession of tobacco, alcohol, illicit drugs, or misuse of legal drugs is evident is prohibited and may result in suspension from the team.
3. School and state policies require student athletes to maintain passing grades in all scheduled classes to remain eligible.
4. All student athletes will have a physical, parent permission, insurance verification, and concussion on-line documentation on file (before practice or play) in the nurse's office.
5. Students are financially responsible for all equipment issued to them.
6. Athletic gear will not be worn except as designated by the coach.
7. Students are expected to travel to and from athletic events with their team. Students may be picked up from the event by their parents after the appropriate form is signed.
8. Initiations (hazing) are strictly forbidden.
9. Failure of student athletes to represent Morenci Schools in a positive manner at all times will not be tolerated. Behaviors which discredit the school and athlete include the following.
  - Use of abusive or profane language
  - Stealing
  - Vandalism
  - Failure to comply with hair and dress codes
  - Violations of other team and school rules
10. Extreme infractions are subject to immediate discipline by the coach and may also result in dismissal from the team.
11. All Morenci School practices will conclude at the following times: Fall-6:30p.m., Winter-6:30p.m. & 8:30 p.m., Spring-6:30 p.m.

Emphasis will be placed on the importance of attending class. Students must attend three periods during a regular school day in order to practice or play that day. Students who miss more than three hours of school on a Friday may not be eligible for extracurricular activity on that Saturday. Students who miss school due to an appointment may have this waived by the Athletic Director with proper documentation.



## ***PRACTICE POLICY***

It is important for participants to attend all scheduled practices. With proper documentation, athletes will be excused from practice if they are ill or have a medical or other appointment that requires them to miss. Athletes who miss for reasons other than those mentioned above will be considered an unexcused absence and are subject to disciplinary measures as defined below.

1. 1<sup>st</sup> unexcused missed practice: Coaches will determine appropriate discipline.
2. 2<sup>nd</sup> unexcused missed practice: Coaches will determine appropriate discipline and parents will be contacted by the Coach and advised that another unexcused absence may result in termination from the team.
3. 3<sup>rd</sup> unexcused missed practice: Coaches will confer with the Athletic Director and athlete may be dismissed from the team and parents will be contacted by the Coach.

## ***NO PASS/NO PLAY POLICY***

### **Eligibility Only Applies to AIA Sanctioned Events**

1. Grades will be checked every Monday at 3:00 p.m., by Administration.
2. If a student has an "F" (59.9% or lower) they will be ineligible until the following grade check.
3. If a team is scheduled to go out of town before Monday @ 3:00 p.m., the student will not travel with the team.
4. If a student is failing a class the Monday before a break, (i.e., Christmas Break or Spring Break etc.) they remain ineligible during the break until 3:00 p.m., on the Monday that school resumes.
5. In the case that a teacher does not enter any grades for the week, ineligible students will be declared eligible until the following grade check.
6. Grades will only be checked on Monday's @ 3:00 p.m. The only exception will be in the event that a holiday falls on Monday, in that case, grades may be checked at 8:00 a.m., on Tuesday morning.
7. If a teacher makes a mistake on a student grade, the teacher will notify the Athletic Director by email or in person that the student is eligible.

## **HONOR SOCIETY INFORMATION**

### ***HONOR SOCIETIES***

Morenci High School sponsors several honor societies including:

National Honor Society	Quill and Scroll
Art Honor Society	Tri-Music Honor Society
Spanish National Honor Society	Science National Society

Selection to any of these honor societies is a privilege rather than a right. Students who are considered for membership will supply additional information supporting their candidacy to a faculty selection committee. In addition, teachers are surveyed regarding the student's leadership, character, citizenship and service to school and community. Honor Society packets are available in the High School Office for review. Failure to maintain membership standards may result in disciplinary proceedings. These may include warning, probation, or dismissal.

### ***MEMBERSHIP***

1. Membership in the National Honor Society chapter at MHS shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.
2. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

## ***ELIGIBILITY***

1. Candidates eligible for selection to this chapter must be members of the junior or senior class.
2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Morenci High School.
3. Morenci High School National Honor Society Standards are higher than the national NHS standards and have been since the early years Morenci High School began (1940s). The National Honor Society is reserved for students that challenge themselves academically. Morenci High School uses a GPA of 3.50 and above, as well as quality points as criteria to induct members into National Honor Society.
  - Target: Students must receive an 85% or better in all of their classes from 9<sup>th</sup> grade and above to ensure their eligibility in National Honor Society. Quality points are awarded by multiplying the percentage a student receives in a class by the amount of quality points the class is worth. Regular classes are worth 1 quality point, while higher level classes are worth 1.25 quality points. During their 11<sup>th</sup> grade year, students have an opportunity to acquire 2 classes (or more if they take courses from Eastern Arizona College) worth 1.25 quality points, those being Chemistry and Algebra II. During their 12<sup>th</sup> grade year, students have an opportunity to acquire 3 classes or more worth 1.25 quality points. They are required to take 2 years of higher level math courses (one their 11<sup>th</sup> grade year and one their 12<sup>th</sup> grade year), and can qualify and take as many courses from Eastern Arizona College as they can in their schedule.
4. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character. Below is the criteria and breakdown of how students qualify for NHS:

## ***CRITERIA***

**11<sup>th</sup> Grade=** 3.5 GPA and 2592.50 Quality Points

**12<sup>th</sup> Grade=** 3.5 GPA and 3718.75 Quality Points

**9<sup>th</sup> grade:** 6 classes weighted at 1.0 per class receiving an 85% or better in each class: 1020 quality points/school year and a GPA of 3.5 or better

**10<sup>th</sup> grade:** 6 classes weighted at 1.0 per class receiving an 85% or better in each class: 1020 quality points/school year

**11<sup>th</sup> grade:** 85% in 2 higher level courses weighted at 1.25 and 85% or better in 4 regular level courses weighted at 1.0, for a total of 2592.50 Quality Points at the end of Semester 1

**12<sup>th</sup> grade:** 85% in 3 higher level courses weighted at 1.25 and 85% or better in 3 regular level courses weighted at 1.0, for a total of 3718.75 Quality Points at the end of Semester 1

## ***SELECTION OF MEMBERS***

The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-official member of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations. The selection of new, active members shall be held once a year during the second semester of the school year.

Prior to Selection, the following shall occur:

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Form for further consideration for selection.
3. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
4. The Faculty Council shall review the Candidate Form, disciplinary records and faculty evaluations in order to determine membership. (Note: May insert other means of evaluation, such as essays, interviews, outside recommendations, etc.)

## ***ACTIVE MEMBERS***

1. Candidates become members when inducted at a special ceremony.
2. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal [alt., adviser]
3. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

NOTE: The selection process used at the local level may vary from the procedure outlined above however such variations must still conform to the national constitution.

## ***DISCIPLINE AND DISMISSAL PROCEDURES***

1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Morenci High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.
2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he/she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.
3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.
4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.
5. In all cases of pending dismissal:
  - The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
  - The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the voted on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. [Note: This is the member's choice. Chapters may not deny the right to appear in person.] The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
  - The results of the Faculty Council will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
  - The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
  - When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.
6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate .

## ***DANCES***

All dances are well chaperoned by faculty sponsors. A student attending Morenci High School may invite another student attending Morenci High School, a recent graduate of our own high school, or a student attending school in a neighboring high school. Students are required to fill out permission form for all non-Morenci students attending dances. Forms are available in the front office.

1. The normal hours for high school dances are from 9:00 p.m. (or after the finish of an athletic event) to 12:00 midnight. Guests are to be accompanied by a Morenci student and under 21 yrs. old.
2. Students or guests leaving the dance may not return.
3. Parents are always welcome to visit our dances

## ***JUNIOR - SENIOR PROM***

One of the most memorable events of the school year occurs in the spring when members of the junior and senior classes and guests, together with the faculty and Board of Education, gather for the annual Junior-Senior Prom. Cost should be a consideration when preparing and decorating for the prom. Decorating may begin in the MPR (or other designated area) on Wednesday during the week of the prom. Guest passes are required for non-Morenci Students.

## ***ASSEMBLIES***

Assemblies are provided for various purposes during our school year. Attendance is mandatory for those assemblies occurring during the regular school day.

1. Seating is organized according to classes.
2. Students are not to occupy the balcony area of the gym during assemblies.

## ***TECHNOLOGY ACCEPTABLE USE POLICY***

You have a wonderful opportunity before you! You have the chance to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world today. You will be able to access the Internet with school resources. The Internet has great promise for sharing ideas and knowledge; it also has the potential for misuse. The Morenci Unified School District (MUSD) does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the resources, and you will affirm your commitment to comply with this AUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using MUSD's wired or wireless network services. The user agrees to follow all School and District rules for behavior and communications. **Access is a privilege – not a right.**
2. The primary purpose of the District network (including but not limited to Internet, printers, laptops, etc.) is education.
3. You agree to not tamper with or attempt to illegally access or "hack" any MUSD computer resources. Intentional damage or misuses of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
4. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else or using someone else's password, is strictly forbidden. If you know of a security problem with your account or someone else's, inform the school administration immediately.
5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical and polite manner while using any MUSD technology resource. Suggested netiquette guidelines are available on the district website: [www.morenci.k12.az.us](http://www.morenci.k12.az.us) (Go to your school's home page.)
6. By signing below you agree that that MUSD assumes no responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. MUSD specifically **denies** any responsibility for the accuracy or quality of information obtained through internet services. **You** are ultimately responsible for backing up your files.

7. Report any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above the following activities are not permitted:
- Sending or displaying offensive messages or pictures
  - Using obscene language
  - Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
  - Harassing, insulting, sexting, cyber bullying, or attacking others
  - Damaging or modifying computers, computer systems or computer networks
  - Violating copyright laws
  - Trespassing in others' folders, work or files
  - Intentionally wasting resources
  - Employing the network for commercial purposes, financial gain, or fraud

**Violations may result in a loss of access as well as other disciplinary or legal actions.**

### ***DISCIPLINE***

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse of technology, your school's administration will determine the appropriate actions. The administration will follow the school's code of conduct and Morenci School Board Policies, but there may be additional consequences for misuses of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUP, you will be provided with written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. **Access to the MUSD network is a privilege, not a right.**

### ***PUBLISHING TO THE WEB***

Parent, your child may have work that will be published on the Internet, most likely on the MUSD Virtual Learning Page or MUSD website. Such publishing requires that MUSD have your permission to publish that work. By agreeing to the AUP, you agree to allow MUSD to publish your child's school work where appropriate.

### ***EMAIL***

Students may have an email from another provider, such as Google to use with the Virtual Learning Page. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.

### ***EMAIL ETIQUETTE:***

1. Keep your communication school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.
4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Don't share personal information.
5. Your email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.

### ***ADDITIONAL RULES FOR MORENCI HIGH SCHOOL***

As you grow older, you take on more responsibilities. An important job is your care of the Chromebook. Here are some excellent suggestions to keep in mind when using your Chromebook:

### ***SAFETY ISSUES***

The Internet has great promise for sharing ideas and knowledge; it also has the potential for misuse. MUSD does filter the Internet in an effort to block material that is not appropriate for students. Your Chromebook will tap into the same filtered Internet whether you are at school or at home. You will not be allowed to configure your Chromebook's Internet access. MUSD does not provide home Internet service: this service is purchased from an Internet service provider. The Tech Department will configure your Chromebook so that your purchased home

Internet service should operate on the Chromebook and use the District's Internet filter. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their child's use when not in a school setting.

### ***SOME DO'S AND DON'TS***

1. Remember that the Chromebook is not yours personally. It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Assume that your Chromebook can keep no secrets, because it can't. Your Chromebook will be treated like a school locker – it can be searched. Files stored on your laptop will not be private. You also agree to allow authorized MUSD personnel the ability to review any and all files, data, messages, and email at any time with or without notice.
2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.
3. Don't attempt to override the internet filtering software or other network configurations. You also agree not to disrupt MUSD's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the Chromebook, or disrupt the School's system or networks, will result in disciplinary action, which can include the possibility of felony charges.
4. Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as Facebook.com), or adding to an existing website or webpage in order to "bully," intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.
5. Don't use your Chromebook to gain access to the school's other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to log in as another user or use another's account. This behavior is related to trespassing and will be treated as such.
6. Don't use your Chromebook or the network for commercial or political purposes. Your Chromebook is intended for your school work.

### ***CHROMEBOOK CASE***

MUSD will be providing a case to protect your Chromebook. Students who are found not using the case will receive a referral and will be assigned an appropriate consequence. Just putting your Chromebook into your backpack is not sufficient protection, even if your backpack is padded. The Chromebook needs its own individual padding.

Take good care of your Chromebook. Repairs are expensive. A new charger costs \$50. The insurance premium is needed to cover the cost of parts. Breaking your Chromebook is expensive. Keeping good care of your Chromebook is inexpensive and easy.

Keep your Chromebook safe. It is a target for thieves. Don't leave it sitting in a car in plain view. Better yet, don't leave it in a car at all (heat will damage the computer). Don't leave your Chromebook sitting around unattended. Keeping your Chromebook in its case is the best place for it.

Have the responsibility to treat your Chromebook correctly. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. Don't hold it by one corner, instead, use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Don't loan your computer to someone else. You are the person responsible for what happens to your Chromebook. Brothers, sisters, or friends could do damage that you will be responsible for.

So what happens if something unfortunate happens? Report it to the Tech Department as soon as possible. If it is stolen, contact the police as well. A police report is required in order to receive a loaner if your laptop is stolen. You may purchase insurance each year that will pay for repairs or replacement if something bad does happen. If you choose not to purchase insurance, your parents are responsible for the repair or replacement cost.

## ***LABELING AND IDENTIFYING***

Each student's Chromebook will be labeled. MUSD will record the following information:

- Chromebook Serial Number
- Power Supply (Battery Charger) ID Number
- ID Number

You are required to keep the same equipment as was originally issued, unless those parts fail or are stolen or damaged. If stolen, report the theft immediately to the school administration and appropriate law enforcement authorities. Bring damaged or failed parts to the Tech Department for evaluation and disposition. All replacement part IDs will be recorded as well.

## ***MISCELLANEOUS***

From time to time the Tech Department may need to update your Chromebook. Your Chromebook can be remotely accessed or controlled. You will not be able to keep the Chromebook over the summer break.

Student files are not backed up by the school. The **student** is ultimately responsible for backing up their files. Files lost are not the responsibility of MUSD. If you can't bear to lose a file, then you should back it up yourself. Flash drives can be used for this or you could email your files to yourself. MUSD will not be responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important final exams.

Re-imaging erases a Chromebook. Only those files that have been backed up on a MUSD server are replaced. Music and video files are not replaced after a re-image, nor are some personalized settings.

Chromebook loaners are considered to be an extension of the original issued Chromebook. This means that, should a loaner suffer damage, the student who possesses it is responsible for the damages to the loaner Chromebook. Previous users of the loaner Chromebook are not considered in assessing damages to a loaner Chromebook.

As batteries age, they tend to weaken. It will be the Tech Department's decision when a battery will be replaced should the need arise. Plug your Chromebook in whenever possible to extend battery life.

Should the need arise, the Acceptable use Policy may be modified by the Morenci School District, preferably with notice.

**Failure to comply with the above responsibilities may result in disciplinary action and the revocation of the use of information services.**

## ***ELECTRONIC DEVICES***

The use of cell phones, radios, tape players, music players, video games, and all other electronic devices by students are not allowed during the learning time. Students may use these devices before school, during lunchtime (11:55 – 12:40), and after school. Students caught using these devices during the learning time will have them confiscated. The first time the student has their device confiscated they will have to go to the office to pick it up. The second time the student has the device confiscated the parents will have to come to school and pick it up. Any infractions of this rule after the first two may result in disciplinary actions and/or students losing the privilege to bring any electronic devices to school. It should be noted by parents that these devices are easily stolen. (Laser pointers are prohibited).

## ***STUDENT CONDUCT INFORMATION***

A student shall be defined as any person who is regularly enrolled in good standing in an educational program provided by or approved by the district and carried on in premises owned and controlled by the district. Students are expected to obey all rules and regulations adopted by the Governing Board and obey any order given by a member of the faculty or staff relating to school activities. A student who engages in conduct prohibited by District Policy JK-EA will warrant disciplinary action. (A copy of this policy is available in the High School Office.)

## ***STUDENT CONDUCT ON SCHOOL BUSES***

The Board requires students to conduct themselves on the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses. Policies EEACC, JFCC

## ***PROBATION OF STUDENTS***

Following a series of small disturbances by a student or a major disturbance or other action that is destructive to the educational process of the individual or the student body, the principal may inform the pupil and parents that the student is remaining in school "on probation." Written reasons for the probation will be sent to the parents or guardians and made available to the student, along with the precaution that further misconduct might lead to suspension or expulsion.

## ***STUDENT DISCIPLINE***

Amends 15-841 relating to suspension and expulsion of students. A teacher is allowed to remove a student from the classroom and send him or her to the principal's office if the teacher has documented that the student repeatedly interferes with the teacher's ability to communicate with the other students in the room or with their ability to learn, or the teacher has determined that the pupil's behavior is so unruly that it seriously interferes with the teacher's ability to communicate or teach. The principal must employ appropriate discipline management techniques that are consistent with rules adopted by the local district governing board. If the teacher refuses to let the student back in class, the placement review committee (one is created at each school.) will determine the placement of the student. The committee will also make recommendations to the school board regarding the readmission of the expelled student. The process of readmitting a student to the same class or admitting him or her to a new classroom must not exceed three business days.

Signed by the Governor April 10, 1997, Chapter 82, Laws 1997

Any teacher, administrator, board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings. Depending upon the nature of the violation, student discipline shall be progressive i.e.; generally, a student's first violation should merit a lighter penalty than subsequent violations. The administrator should take into account all other relevant factors in determining an appropriate penalty. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline is invited and encouraged.

## ***STUDENT DUE-PROCESS RIGHTS***

The authority to suspend a student for up to ten days after an informal hearing is held rests with the Superintendent or designee. If a clear and present danger to students or staff is present, the Principal may immediately remove the student from school with a notice and hearing following as soon as practical. The person imposing it shall report each suspension within five days to the Governing Board. [A.R.S. 15-843 (1) (K)] In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due-process procedures are instituted. Students will not be released early from school unless parents have been notified. A recommendation to suspend for over 10 days or expel shall be through the principal and forwarded to the superintendent. The authority to suspend for over 10 days or expel rests solely with the Board. All expulsions requested shall have supporting data indicating the due-process procedure followed, the alternatives attempted, and the various District and approved agency resources used by the teachers, principal, support staff, and parents to help the student adjust to the school environment.

## ***STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING***

The Governing Board of the Morenci Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.



**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property.
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm.
- Occurs when there is a real or perceived imbalance of power or strength.
- May constitute a violation of law

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying.
- Exposure to social exclusion or ostracism.
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting.
- Damage to or theft of personal property

**Cyber bullying:** Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, and social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

### ***DETENTION OF STUDENTS***

Reasonable detention before school, during break-time, at noon, or at the close of the school day is permitted provided appropriate consideration is given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating.

### ***PUBLIC DISPLAYS OF AFFECTION***

Displays of affection between High School students are not permitted. All students are to refrain from public displays of affection while on campus.

### ***DISCIPLINARY ACTIONS***

The following chart shows the types of disciplinary actions that may be taken with respect to problem areas. In each instance several actions are possible. If a student has demonstrated excellent behavior and then becomes involved in a problem area, school officials certainly would want to consider the record of that student's good behavior before any action is taken. If a student continually has been involved in problem areas, then the disciplinary action probably would be the maximum action listed. Such factors as the length of time since the student's last problem, his attitude, etc., may be taken into account before any action is taken. Disciplinary action will be at the discretion of the principal or designee.

#### **Discipline Matrix**

<b>INFRACTION</b>	Minor	Serious	Severe	Extreme
<b>Arson-</b> Law Enforcement may be notified				
Minimum	N/A	N/A	3 Days OFC	LTS
Maximum	N/A	N/A	9 Days OFC	Expulsion
<b>Assault/Fighting-</b> Law Enforcement may be notified				
Minimum	N/A	3 Days OFC	5 Days OFC	LTS
Maximum	N/A	5 Days OFC	9 Days OFC	Expulsion
<b>Alcohol-</b> Law Enforcement may be notified				
Minimum	N/A	5 Days OCS	9 Days OFC	LTS
<b>Defiance of Authority/Truthfulness</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OFC	3 Days WASP	5 Days OFC	LTS
<b>Disruptive Conduct</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Dress and Appearance-</b> See Dress Code Regulation				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	1 Day OCS	3 Days WASP	5 Days OFC	LTS
<b>Drugs-</b> Law Enforcement may be notified				
Minimum	N/A	N/A	LTS	Expulsion
<b>Drug Paraphernalia-</b> Law Enforcement may be notified				
Minimum	N/A	5 Days OCS	LTS	Expulsion

<b>Emergency Alarm Activation Without Emergency</b>				
Minimum	N/A	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	N/A	5 Days WASP	5 Days OFC	LTS
<b>Endangerment of Others</b>				
Minimum	Warning	3 Days OFC	5 days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 days OFC	LTS
<b>Forgery and Cheating</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Gambling</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Initiation/Hazing</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Littering</b>				
Minimum	Warning	3 Days WASP	5 Days WASP	9 Days OFC
Maximum	1 Day WASP	5 Days WASP	5 Days OFC	LTS
<b>Misrepresentation/Extortion/Theft- Law Enforcement may be notified</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Obscenity/Defamation</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Public Display of Affection- Other than holding hands</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Tardiness</b>				
Minimum	1 Day OCS	2 Days OCS	3 Days OCS	N/A
<b>Threats</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Tobacco/Cigarettes</b>				
Minimum	N/A	3 Days OCS	3 Days WASP	9 Days OFC

Maximum	N/A	N/A	5 Days OCS	LTS
<b>Traffic-</b> Law Enforcement may be notified				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Truancy</b>				
Minimum	1 Day OCS	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Vandalism/Destruction of Property-</b> Law Enforcement may be notified				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>State/Federal/Local Laws-</b> Law Enforcement may be notified				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>School Policy/Rules</b>				
Minimum	Warning	3 Days OCS	5 Days WASP	9 Days OFC
Maximum	3 Days OCS	3 Days WASP	5 Days OFC	LTS
<b>Unauthorized Entry-</b> Law Enforcement may be notified				
Minimum	N/A	N/A	3 Days OFC	LTS
Maximum	N/A	N/A	9 Days OFC	Expulsion
<b>Weapons/Dangerous Items-</b> Law Enforcement will be notified				
Minimum	N/A	N/A	3 Days OFC	LTS
Maximum	N/A	N/A	9 Days OFC	Expulsion

OCS = On Campus Suspension  
OFC = Off Campus Suspension  
WASP = Work Alternative Suspension  
LTS = Long Term Suspension (Longer than 10 days)  
Expulsion = Permanent Removal from School

### ***DRESS CODE REGULATION***

Decency in attire is essential because it tends to influence our attitudes and behavior. In matters concerning dress, we realize that the school community is more sensitive than the general population. We believe it is important for the home and school to encourage desirable characteristics of student dress. A student's wardrobe should be conducive to sitting in desks, getting up and down, bending, and kneeling. Clothing should be neat, clean, inoffensive, decent, and offer protection for all classroom activities while at Morenci High School. In order to clarify what is considered appropriate, the following has been developed with faculty and student input:

#### **Shirts/Tops**

- Shirt and tank top straps must be approximately 1½" in width or wider.
- No undergarments may be showing at any time (including bra straps); tank tops that abide by the strap **width requirements will not be considered undergarments.**
- Sleeveless Shirt underarm openings will be no lower than approximately 3" below the arm pit.

- No strapless, spaghetti straps, tube tops, halter tops, sheer or see-through, backless, one shoulder or off the shoulder shirts may be worn (unless a garment with appropriate strap width is worn underneath).
- Shirts should not expose skin lower than the shoulder blades.
- Shirts must cover the complete midriff (front and back) when arms are raised.
- Shirts may not be excessively baggy or oversized for a student's body type.
- Necklines of all tops must be modest (front and back); low-cut necklines are prohibited. Shirts must cover all visible cleavage (when standing or sitting) and must appropriately cover the chest area (pictures have been included to give examples of the maximum amount of skin that can be exposed).



### **Skirts/Dresses**

- The tops/upper portion of any dress worn must abide by the requirements outlined in the *Shirts/Tops* category.
- When seated, skirts and dresses must be at mid-thigh or longer.

### **Shorts/Pants**

- When standing, shorts must reach at least mid-thigh or lower (mid-thigh will be determined from the frontal view of the bend in the upper leg to the knee.)
- Tops of shorts and pants must be worn at the hips or higher.

### **Accessories**

- Bandanas are not allowed. Defined as a large handkerchief.
- Sunglasses may be worn on top of the head as long as they do not become a classroom distraction.
- Headbands may be worn as long as they are worn around the head as intended. Defined as an elastic band worn around the head.
- No spiked jewelry or accessories will be allowed (including jewelry/accessories that can be used as a weapon).
- Shoes must be worn at all times. Defined by footwear having a hard or rubber sole (flip flops are allowed).
- Belts worn with pants and shorts must be worn completely through the belt loops (no dangling ends).
- Hats, including beanies and hoods, are not to be worn in the building. (Exception includes the school gymnasium and when handling consumables)

### **All Clothing/Accessories**

- Anything worn that displays references to illegal or controlled actions/substances (including tobacco, alcoholic beverages, drugs, and/or violence etc.) will not be allowed.
- Any combination of clothing which, upon guidance from law enforcement agencies, is considered gang related (subject to change) i.e. bandanas, hair nets (unless handling consumables), metal belt buckles with gang monograms, dangling belts, chain accessories, slippers, do-rags etc. is not allowed.
- Anything worn that displays sexually suggestive or provocative wording or images is not allowed (including clothing and accessories containing the phrase, "I love boobies").
- Anything worn which displays symbols which reference hatred, hate crimes, violence, anti-social behaviors, or that offend or intimidate is not allowed.

- Anything worn that has rips, tears, frays, or that is see-through or distressed may not expose any more than what is outlined in the previous categories.

\*Dress code will be more lax during Homecoming weeks, only if students are participating in the approved spirit days. Limitations and requirements for skin exposure will not be changed.

\*During Prom/Dances, the dress code will be more lax; clothes must be conducive to dancing. Dress code will be monitored by the dance chaperones.

Clothing considered inappropriate but not defined by policy or regulation will be dealt with on an individual basis by the administration. The dress code may be altered as determined necessary by the administration.

Consequences for inappropriate dress:

1st offense - Warning, not allowed to attend class until properly clothed. Student may call home. Hats will be confiscated.

2nd offense - Assigned to OCS for the remainder of the day.

Repeated offenses - Continue progressive discipline. *See Disciplinary Actions*

**Coaches and club sponsors have authority to impose a dress code for trips and other functions unique to their club.** It is not the intention of Morenci High School to strictly enforce the dress code at formal dances because we recognize that formal dresses are often strapless or have spaghetti straps. If the dress appropriately covers the body and is not in poor taste, it will be permissible at formal dances. The administrator and the sponsors who chaperone the dance will be responsible for making this determination. The dress code will be enforced at all other after school functions. Students not in compliance will be asked to leave and will be subject to the same disciplinary measures that apply to the regular school day. *Policies JICA, JICA*

## **COLLEGE INFORMATION**

### ***EASTERN ARIZONA COLLEGE COURSES AND FEES***

Students must apply for admission to Eastern Arizona College online at [www.eac.edu](http://www.eac.edu). Once they are accepted as students to EAC, they will need to take the EAC Placement Exam and receive certain scores as designated by EAC to be able to enroll in classes. Courses offered via ITV (Interactive Television) and Web Courses are available for qualified students at Morenci High School. Students must also meet the credit requirements at Morenci High School to be able to enroll in EAC courses. Costs for college classes and textbooks are incurred by Morenci School District. However, if a student fails, is dropped by the EAC instructor, or withdraws from the class, they are responsible for reimbursing Morenci Schools for the cost of the class. The reimbursement cost for failed, withdrawn, or dropped classes is **\$190.00**.

## **ADMISSION REQUIREMENTS FOR ARIZONA UNIVERSITIES**

### ***GENERAL APTITUDE***

#### **UNCONDITIONAL IN-STATE STUDENTS MUST:**

1. Rank in the upper 25% of their high school graduating class; or
2. Have a 3.0 GPA on a 4.0=A scale; or
3. Have a score of 22 or more on the American College Test (ACT); or
4. Have a score of 1040 on the Scholastic Aptitude Test (SAT).

#### **CONDITIONAL IN-STATE STUDENTS**

1. Rank at least in the upper 50% of their high school graduating class; or
2. Have a 2.5 GPA on a 4.0=A scale; or
3. Lack no more than one credit in two curriculum areas (i.e., curriculum areas listed below under Competencies) however, not in both mathematics and laboratory sciences. Deficiencies must be made up within one calendar year of admission. Conditional admission may require participation in special programs.

## ***COMPETENCIES***

These requirements may be met by combination of high school courses, college courses and test scores. A minimum grade point average of 2.0 is required in each of the six competency areas. Please check with each individual college's website for more specific information.

1. Four English credits which are composition and literature-based courses, such as journalism, business communications, speech and other often include some emphasis on grammar or composition, but if they are not devoted exclusively to the study of English, they may not be substituted for a regular English course.
2. Four mathematics credits: One year Algebra I, one year Geometry and one year of Algebra 2 and one for which Algebra 2 is a prerequisite.
3. Three laboratory science credits: One year each from among the following: Chemistry, Physics, Earth Science, Biology, or laboratory-based integrated science course.
4. Two Social Science credits including one credit in history, which includes at least one course in US/American History, and at least one additional year of study in one other social science field, such as: European or World History, Economics, Sociology, Geography, Government, Psychology, Anthropology; or Free Enterprise.
5. Two foreign language credits in the same foreign language, or  
The equivalent of one year of transferable study in the same foreign language at a regionally accredited institution of higher education of any combination on high school and college credit equivalent to two years of high school study.
6. One Fine Arts credit, or any combination of two semesters of high school fine arts courses, or has completed three transferable semester units at a regionally accredited Institution of higher education.

To complete an application for admission, each university may require applicants to take additional standardized tests for placement in basic proficiency courses. The universities will calculate high school grade point averages based on the new required college preparatory courses.

## ***FINANCIAL AID***

1. Financial aid is money available to students and families to assist in paying for educational expenses. Its purpose is to supplement, not replace the amount you and your family can afford.
2. Financial aid comes in a variety of forms including scholarships, grants, loans, and work-study employment. The MHS Counseling Department in conjunction with Eastern Arizona College provides seniors with information and assistance in filling out a financial aid form during their senior year. Seniors should listen to daily announcements and read the Counselor's Moodle site daily for information regarding financial aid and other important information as previously mentioned. Students and parents can read about financial aid at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). Be aware: Students and parents should never have to pay to complete a financial aid form, nor should students have to pay to apply for a scholarship!
3. Financial aid usually comes in a "package", or a combination of different kinds of assistance. Some students are eligible for special aid, such as veteran's benefits or vocational rehabilitation. For most kinds of financial aid, students must be enrolled at least half time and show that they are making satisfactory progress in their program of study. Some student aid programs also have special requirements and guidelines.
4. There are four basic types of financial aid:
  - Scholarships-You can receive a scholarship based upon a special ability you may have such as high grades, athletic talent or musical abilities. Scholarships do not have to be repaid.
  - Grants-A grant may be available to those with financial need or special talent. Grants do not have to be repaid.
  - Loans-Students and sometimes parents can borrow money for school. Payments on loans begin with graduation. Many loan programs have low interest rates and favorable repayment plans.
  - Employment-Students have part-time jobs on campus or in the community. Many employment opportunities provide training and experience in interesting jobs.

