



PLYMOUTH-CANTON
COMMUNITY SCHOOLS
GLOBALLY FOCUSED. LOCALLY CONNECTED.

K-12 STUDENT HANDBOOK

2021-22 School Year

LEARN. PREPARE. THRIVE.

Last updated: August 16, 2021 at 2 p.m.

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WELCOME TO THE PLYMOUTH-CANTON COMMUNITY SCHOOL DISTRICT!

Welcome to Plymouth-Canton Community Schools. We are proud of the students, parents and staff who make up our school district. The successes we have experienced in our classrooms and in extra-curricular activities are a reflection of the efforts of our entire school community.

Plymouth-Canton Community Schools consists of 14 elementary schools; five middle schools; three high schools; an alternative high school; Virtual Academies at the elementary, middle, and high school levels; and an early learning center. District maps show the geographic attendance areas for each elementary and middle school. Students are randomly assigned to our three high schools.

To additionally support our community, the District provides extensive preschool programming as well as before-school and after-school child care, summer educational programs and summer care programs for elementary and middle school students. Over 3,000 full-time and part-time employees work to provide our students with the educational opportunities they need to become productive citizens in a global community.

Family involvement is a key factor in the success of our students and our schools. District Policy 2112 summarizes the importance of two-way communication between home and school and describes the responsibilities of the school and the families in this process.

Each school welcomes families to Open House in the fall, parent-teacher conferences, school programs related to curriculum and school activities. Information on the percentage of parents who attend parent-teacher conferences can be found in the annual report of each school. Families also participate in many school committees, volunteer in classrooms, support fundraisers and help us to provide their students with an outstanding education.

All Plymouth-Canton teachers teach in areas in which they are certified by the State of Michigan. At the secondary level, teachers possess at least a bachelor's degree and full state certification and teach only in areas in which they have a major or equivalent graduate degree or a minor and have passed the state exam in that subject. All P-CCS elementary teachers meet the federal and state requirements for highly qualified teachers. Parents have a right to know the qualifications of the teachers of their children and may contact their school to obtain this information.

All schools in the District are committed to providing a safe and orderly environment which is rich in multiple learning opportunities. Through a broad spectrum of course selections and a vast array of co-curricular and extracurricular activities, P-CCS strives to develop responsible citizens, who will be well prepared for a variety of post-high school experiences. Standards for student behavior are outlined in this handbook and should be reviewed by students, parents/guardians and staff. A collaborative effort is essential to nurture a positive and cooperative learning atmosphere where everyone is treated with dignity and respect.

GENERAL INFORMATION

MISSION

P-CCS will develop capable, involved citizens who use critical thinking skills to recognize that they are citizens of the world, and are lifelong learners.

DISTRICT VISION

P-CCS will deliver an innovative educational experience which encourages each student to achieve excellence.

EDUCATIONAL AND RACIAL EQUITY

Plymouth-Canton Community Schools is committed to the success of every student in each of our schools and achieving our mission of developing capable, involved citizens who recognize that they are citizens of a global community, who use critical thinking skills and are lifelong learners.

To create an equitable educational experience for all students, we are committed to closing the opportunity and academic gaps by creating learning communities that provide academic support and enrichment programs for all students. This means differentiating resource allocation, within budgetary limitations, to meet the needs of students who need more support and opportunities to succeed academically.

With these commitments in mind, Plymouth-Canton Community Schools will:

- A. raise the achievement of all students while narrowing the gaps between the lowest and highest performing students;
- B. reduce the racial predictability and disproportionality in all aspects of education and its administration;
- C. ensure students who graduate from Plymouth-Canton Community Schools are ready to succeed in a racially and culturally diverse local, national, and global community

BELIEF STATEMENTS

- We share with the larger community the responsibility of helping all students be successful.
- All voices, experiences, opinions, and cultures within our community must be respected and valued.
- Excellence requires adaptability, flexibility, being open to new ideas, and taking risks.
- A variety of approaches to teaching is critical in helping students learn.
- Instructional strategies, methods, and materials must promote equity for all students.

NON-DISCRIMINATION POLICY

The Board of Education shall comply with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. Plymouth-Canton Community Schools is committed to a policy of non-discrimination on the basis of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

If any individual believes they have been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, they should direct a complaint or request for accommodation to the Assistant Superintendent for Human Resources, the Executive Director for Student Services, at 454 South Harvey Street, Plymouth, MI

48170, (734) 416-2701. All complaints will be handled in accordance with Board Policy and Administrative Guidelines.

TITLE IX REQUIREMENTS AND COMPLAINT PROCEDURES

Title IX is a federal statute that prohibits discrimination on the basis of sex in educational programs or activities that receive federal funding, including public schools. (See 20 USC 1681(a); 34 CFR 106.41(a).) The Title IX Coordinators for Plymouth Canton Community Schools are Kurt Tyszkiewicz, Executive Director, Student Services and Dr. Liz Vartanian-Gibbs, Assistant Superintendent, Human Resources & Labor Relations. They can be contacted at 454 Harvey Street, Plymouth, Michigan, 48170-1630; (734) 416-2701. Any student may report sexual harassment or discrimination by contacting one of the Title IX Coordinators or a teacher, counselor, principal or assistant principal, or any other District employee. The following chart will provide information on how to file a complaint and a general overview of the process once a complaint is filed. The complaint procedures are also provided online. The complete Title IX investigation and complaint procedure (formally referred to as the grievance procedure) can be found in P-CCS Board of Education Policy 2266.

Process For Students to Make A Complaint of Unlawful Harassment

Students who believe they have been subjected to unlawful discrimination should follow this process to submit a complaint. This process applies to all forms of harassment, including harassment on the basis of sex.

File a Formal Complaint with any teacher, Counselor, Principal or Assistant Principal, Compliance Officer, or any other PCCS Employee. The accused is presumed not responsible until the end of an investigation.

****The Informal Resolution Process can only be initiated once a formal complaint has been filed and with both parties' written, voluntary consent. However, this procedure is inappropriate for allegations of sexual violence or student complaints against adult.**

INFORMAL RESOLUTION PROCESS

****Either party may terminate at any time and initiate a Formal Complaint.**

Both parties must consent in writing to use this process. Neither party may be required to use this process or waive the right to a formal investigation.

Title IX Coordinator will facilitate resolution. Possible Resolutions include:

1. Advising student on how to communicate to the accused.
2. Distributing a copy of the anti-harassment policy
3. Facilitation meeting to work out a mutual resolution.

FORMAL COMPLAINT

The formal complaint can be oral or in writing, and it should include, to the extent known, the identity of the alleged victim(s), perpetrators(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

The Building Administrator, in consultation with student, will propose actions to prevent further harassment. If no agreement, then the Building Administrator will take actions he/she deems reasonably necessary to prevent the continued harassment.

An investigation will include the following:

1. Interviews with the parties and other witnesses.
2. The District will investigate and gather evidence and the parties may review and submit a written response.
3. The District will prepare a written investigation report and the parties may review and submit a written response.
4. The parties may submit written, relevant questions to the other party.

As a general rule, the investigation will be completed in a reasonably prompt time, unless extended for good cause.

The parties may be assisted by an advisor of their choice that may be an attorney.

Title IX Coordinators

Dr. Elizabeth Vartanian-Gibbs,
Assistant Superintendent for Human Resources
454 S. Harvey Street,
Plymouth, MI 48170
(734) 416-2736 // Elizabeth.vartanian-gibbs@pccsk12.com

Kurt Tyszkiewicz,
Executive Director for Student Services
454 S. Harvey Street,
Plymouth, MI 48170
(734) 416-2736 // kurt.tyszkiewicz@pccsk12.com

A determination of responsibility will be made in writing, which is appealable to an administrator appointed by the Title IX Coordinator.

If a student is found responsible for the alleged conduct, possible sanctions can include, but is not limited to:

1. Suspension or exclusion from extracurricular activities;
2. In-school discipline; and/or
3. Suspension or expulsion.

COVID-19 INFORMATION

Plymouth-Canton Community Schools' staff and stakeholders have developed a COVID-19 Mitigation Plan that addresses the requirements and recommendations for students and for preventing the spread of COVID-19. The current COVID-19 Mitigation Plan can be viewed [here](#).

ACCIDENTS/ILLNESS/INJURY

For your own safety, any accidents or serious illnesses that occur in the school building, on school property, at practice sessions or at events sponsored by the school must be reported immediately to the building administrator or staff person in charge of the class or activity and/or to the nurse's office. An accident or injury report must be completed for all occurrences. For those students who are injured at an event sponsored by Community Education, an accident report should be filed through the Office of Community Education.

The school will make every effort to inform parents of any accident or illness occurring at school. For the safety and protection of students, however, students will only be released to adults listed on the emergency card and only after they have presented proper identification.

CONCUSSION

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who

may have had a concussion should not return to play on the day of the injury and until a healthcare professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION

1. **Seek Medical Attention Right Away** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **Keep Your Student Out Of Play** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **Tell the School About Any Previous Concussion** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Signs Observed by Families

- Appears dazed or stunned; Is confused about assignment or position;
- Forgets an instruction; can't recall events *prior to* or *after* a hit or fall;
- Is unsure of game, score, or opponent; moves clumsily
- Answers questions slowly; loses consciousness (even briefly);
- Shows mood, behavior, or personality changes.

Symptoms Reported

- Headache or pressure in head
- Nausea or vomiting
- Balance problems or dizziness; or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy or groggy
- Confusion, or concentration or memory problems
- Just not feeling "right" or feeling "down"

Concussion Danger Signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body they exhibit any of the following danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away

- Slurred speak, weakness, numbness or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Convulsions or seizures; cannot recognize people/places;
- Unusual behavior, increased confusion, restlessness or agitation
- Loses consciousness, (passed out/knocked out), even a brief loss of consciousness should be taken seriously.

How To Respond to A Report Of a Concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, they should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.

ANIMALS ON CAMPUS

Other than service animals that are utilized by a student, or animals that reside in a classroom, no animals are permitted on school grounds, including parking lots, or on campus, absent prior permission of the building principal. This includes walking children to school or having dogs in the car when you drop your children off at school. Please be cognizant that family pets can create a disruption to other children and can result in potential liability both for you and the school district. Please contact your building principal if you have any questions regarding this policy.

ATHLETICS & ACTIVITIES

COVID-19 Information: The District will comply with all public health orders related to athletics and extracurricular activities. This includes compliance with the P-CCS COVID-19 Mitigation Guidelines for the 2021-22 School Year and all guidance published by the Michigan High School Athletic Association (MHSAA).

Plymouth-Canton Community Schools is a voluntary member of the MHSAA and competes only against member schools. As a member of MHSAA, the district abides by and complies with all rules and regulations of the Association. Representing the school as an athlete is a privilege with related responsibilities. To establish and maintain eligibility, student athletes must comply with the policies of the Michigan High School Athletic Association and Plymouth-Canton Community Schools. All student athletes must abide by the student code of conduct as well as the Athletic Department

Handbook. Detailed guidelines and eligibility requirements for athletes are available in the Athletic Department Handbook.

NCAA Academic Eligibility for College Bound Student Athletes is available on their web site at <http://www.ncaaclearinghouse.net>.

All students enrolled in P-CCS, including students enrolled in the Virtual Academy and Starkweather Academy, are eligible to participate in all co-curricular and extracurricular activities. P-CCS offers students a variety of co-curricular and extra-curricular activities and clubs. These organizations give students an opportunity to participate in an area of interest while developing social and leadership skills. A list of activities is available in each school's general office and website.

BANKING & FINANCIAL SERVICES

P-CCS is in partnership with Community Financial Credit Union to offer financial services to students. Student credit unions operate at the elementary, middle school and high school levels to provide students a basic understanding of financial institutions and practical money management skills. Students serve as credit union volunteers.

Credit union procedures and schedules vary by building and can be found in each school's general office and on the school website. Students may make deposits and withdrawals up to \$40. Students will have regular accounts with Community Financial Credit Union that may be accessed at local branches in Canton, Plymouth, Northville and Novi at any time.

CHANGE OF ADDRESS/ EMERGENCY INFORMATION

- P-CCS has finalized its process for annual online Back-to-School Check-In (formerly known as Back-to-School Registration or B2SR). The Back-to-School Check-In process, which is required for all returning P-CCS families to easily update medical, demographic, and contact information in MISTAR Parent Connection, will be available starting Monday, August 16, 2021.
- Once logged into [MISTAR Parent Connection](#), look for the "Back-to-School Check-In" link in the upper-right corner of the home screen and follow the prompts.
- Have you recently moved or will you be moving soon? There is a new procedure for all district address changes. Use [this link to access the electronic address change form](#). Please complete the form and attach your **two** required proof of residency documents. Once all of the areas are no longer red, you will be able to submit the form to the Department of Student Services to update your address. Once this has been completed, you will be notified via email.

DRIVING: ALL DRIVERS

Drivers must adhere to traffic directions and signage and be cognizant of the safety of other students, staff and adults while dropping their children off and picking them up. Drivers who repeatedly violate

the rules regarding parking, ingress and egress, and safety will be reported to law enforcement and may be precluded from coming onto school property.

EMERGENCY SCHOOL CLOSING

On days when it becomes necessary to close schools because of adverse weather conditions, announcements will be carried on:

WWJ-AM (950 AM)

WJR-AM (760 AM)

WJBK-TV Channel 2

WDIV-TV Channel 4

WXYZ-TV Channel 7

Parents will receive a phone call from MISTAR Parent Portal. Information will also be available online at www.pccsk12.com, the district's social media outlets, and the Official P-CCS Mobile App.

FIELD TRIPS

COVID 19 Information: Field trips will be allowed when the District determines it is safe to do so following current executive orders and guidance from the CDC, State of Michigan and local Health departments related to transportation, physical distancing, personal protection equipment, and other relevant considerations.

Field trips provide varied and interesting educational opportunities for our students. Please return all appropriate forms in a timely manner so your child is not excluded from an activity or field trip.

Please be advised that the District reserves the right to place restrictions upon a student's participation in a field trip or activity when, in the District's judgment, the student's welfare or the welfare of others requires it. This includes, but is not limited to, preclusion from participation in the field trip or activity and/or attendance only if accompanied by a parent or adult family member. The decision of the Superintendent and/or designee is final.

Any expenses related to student misbehavior, including but not limited to the need for alternate transportation, will be the sole responsibility of the parent/guardian or of the adult aged student.

FLAG SALUTE

In accordance with the requirements set forth in the Michigan School Code, MCL 380.1347a, the District will ensure that an opportunity to recite the Pledge of Allegiance to the flag of the United States is offered each school day to all public school students in the District.

FREEDOM OF SPEECH

Students are entitled to express their personal opinions. However, it is important to recognize that a student's freedom of expression is not absolute or unlimited. A student's expression may not interfere with the freedom of others to express themselves or substantially disrupt the educational process. The use of obscenities, hate speech and threats, personal attacks and/or libelous and/or slanderous remarks that damage a person's reputation is prohibited. Students should recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner. Freedom of speech must not interfere with the educational process.

ID CARDS: HIGH SCHOOL

Students must carry school ID cards on their persons at all times and present them freely to staff members when requested to do so. Students failing to carry their school ID will be subject to discipline. Students must show ID cards to access an off-campus permit from the attendance office. There is a \$5.00 fee for replacement ID cards, which are available from your home school. If a student needs financial assistance for the replacement fee they should contact their building administrator.

IMMUNIZATION RECORDS

To be legally enrolled in school, a student's immunization record must be current and on file with the school nurse.

LOCKERS

School locks and lockers may be issued at every level based on availability and are the property of Plymouth-Canton Community Schools. Lockers are assigned to students for convenience and for storing supplies, coats, and other items essential to the educational process. Periodic lock and locker checks are designed for the purpose of ensuring school safety and student welfare. Students may not change lockers or locks without the permission of the administrator in charge of lock and locker assignments. Only school-issued locks are allowed on lockers.

- Do not keep money or valuables in your locker.
- Do not give your locker combination to anyone.
- If your lock or locker does not work properly, contact your general office for direction.
- A \$10 charge may be assessed if a student fails to return a lock or clean out their locker at the end of the school year (or upon the student's departure from school). If a student needs financial assistance for the replacement fee, they should contact the building administrator.

School authorities, for any reason, may conduct periodic general inspections of lockers for any reason at any time, without notice, without student consent and/or without a search warrant. Students should

have no expectation of privacy in the use of a locker. For specific information, please refer to Board Policy 5771.

LOST AND FOUND

A lost and found container for clothing, other personal items and school materials is located in each building. Students who find articles or valuable items such as: keys, electronic devices, jewelry, purses and wallets are expected to turn them into security staff or to the office. Owners may claim articles, if identified. If a student has lost an item, they are encouraged to file a report with Security or notify the school office. Please be advised that the District is not responsible for lost, stolen or damaged valuables. Any items that are not claimed by the end of the semester may be donated to a local nonprofit agency.

MANDATORY REPORTING OF STUDENT'S HEALTH AND SAFETY

Our first concern is always for the health and safety of all students at P-CCS. For this reason, and in accordance with the law, staff members are required to report any information that suggests a student may harm themselves or others or that the student may be a victim of abuse or neglect. If a student discloses such information either directly to a staff member, or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities and/or agencies. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity, or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students.

Please be advised that school districts are required to report certain acts of student misconduct to police or other state and/or federal agencies.

MEDICATION

Medication includes both prescription and non-prescription drugs. It includes medications taken by mouth, taken by inhaler, those which are injectable, or those applied as drops to the eye or nose, or applied to the skin.

Prescription Medication

If it is necessary for a student to take prescription medication during school hours, a Medication Authorization Form (#5330-F1) must be completed by a physician including the physician's instructions for administering the medication and the dosage, and be co-signed by the parent/guardian. This form must be on file in the nurse's office prior to the administration of medication by school personnel. All medications must be kept in the original prescription bottle in the nurse's office. If the proper form is not on file or the medication is not in the original prescription bottle, the parent/guardian will be required to come in and administer the medication to the student.

Students may not carry any medicines at school unless specifically ordered by the physician and with prior approval by the Building Administrator. Students with appropriate written permission from the physician and parent (Self-Administration Form #5330-F2) may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms as well as an Epinephrine auto-injector. Use of Epinephrine is administered only in accordance with a written medication plan developed by the school nurse. Students may not share or provide medication of any kind with or to other students. All questions should be directed to a school nurse and/or Building Principal. Violation of this policy may result in disciplinary consequences.

Non-Prescription Medication

If a student must take non-prescription/over-the-counter medication (including but not limited to cough drops, aspirin, herbal medications, supplements, essential oils, CBD (Cannabidiol) type products, etc.) during the school day, the parent/guardian must complete a Medication Authorization Form (#5330-F1) which provides the school with written permission to administer non-prescription medication to the student. Upon entering the school building, the parent or student must report to the office or designated personnel with the medication. The medication must be taken in the presence of designated school personnel and must be in the original packaging. Students may not carry any non-prescription medications at school unless specifically ordered by a physician and with prior approval by the Building Administrator. All questions should be directed to the school nurse and/or Building Principal. Violation of this policy may result in disciplinary consequences.

SCHOOL RESOURCE OFFICERS

Local police officers are regularly on school properties, working in partnership with the schools to enhance the educational setting. Their tasks are varied, and include classroom presentations, link to court and service agencies, advice/counsel for students and parents, and serving as a resource for school officials and law enforcement. Our schools maintain strong connections with the various local police departments and frequently partner with them on safety and educational matters.

SEARCH AND SEIZURE

Students and their personal property (e.g., purse, backpack, book bag, and athletic bag etc.) are subject to search if a school official has reasonable suspicion to believe that a student may be in possession of illegal, unauthorized, stolen, hazardous or contraband materials at school or any school-sponsored activity. Searches may be conducted with or without a student's consent. Illegal or contraband materials may be turned over to proper legal authorities for ultimate disposition. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal, not in violation of school policy or outside the original scope and/or purpose.

Reasonable suspicion: Reasonable suspicion exists when an administrator can reasonably determine that a search will result in evidence that the student has violated this handbook, Board Policy or Administrative Guideline, or the law. A belief based on specific reasonable inferences which an administrator is entitled to draw from the facts in light of his or her experience. Specific reasonable

inferences may be drawn from instances including but not limited to suspicious behavior, smells, a visual abnormality, or information from a reliable source.

Contraband: Any and all substances or materials, the presence of which is prohibited by school policies or rules or state or federal laws. These include but are not limited to controlled substances, drugs, alcohol or alcoholic beverages, aerosol paint, guns, knives, weapons, incendiary and explosive devices or stolen property.

Automobiles: Automobiles on school property are subject to search if a school official has reasonable suspicion to believe that there may be illegal, unauthorized, hazardous or contraband materials in or on the automobile.

Canine Inspections: School authorities may use specially trained canines to search for the presence of illicit drugs, alcohol, weapons, and gunpowder-based items, unauthorized materials, or illegal controlled substances in school lockers and/or in student vehicles. Such inspections by school authorities and trained dogs may be announced or unannounced and be made at any time with or without notice.

STUDENT RIGHTS AND RESPONSIBILITIES

The school is an academic community composed of students, teachers, administrators, parents, and the community-at-large. The rules and regulations of the school are the laws of that community. All must also accept the corresponding responsibilities. This includes respect for the laws of the community and for the rights of the other members of that community.

Individual rights relate to individual responsibilities and must be seen in relation to the safety, health and welfare of all students in each school. Students have freedom to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to an inclusive learning environment.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact a principal, security or resource officer, guidance counselor or any other adult at school.

STUDENT SUPPORT SERVICES

Please contact your child's principal to inquire about evaluation procedures and programs available for students with a certified disability. An evaluation will be conducted to determine eligibility, placement and accommodation issues. Teachers, parents/guardians or other professionals may make a referral if a child is suspected of having an impairment that may interfere with their education. All students with

identified disabilities will be afforded the procedural safeguards and due process rights set forth in IDEA and Section 504 of the Rehabilitation Act of 1973.

STUDENT GOVERNMENT (HIGH SCHOOL)

Student government at P-CEP is designed to provide students with an avenue to constructively consider and act upon issues that affect the student body. Administrators, teachers and students participate together to provide for student-sponsored activities. Students are encouraged to make their views known. Student government operates on two levels:

- Class Councils - Each class elects its own president, vice-president, secretary and treasurer, as well as six representatives. These elected officers deal with issues which affect their respective classes.
- Student Congress - At each school, this governing body is responsible for planning activities and making decisions regarding the entire student population.

VISITORS

Only students currently enrolled at P-CCS are permitted on the grounds or in the buildings during school hours. Student visitors are not permitted. Parents/Guardians, however, are always welcome to make appointments to visit the campus in accordance with the policy below. Guests and presenters involved as participants in special school events must be approved by the building principal (e.g. the Student Government, National Honor Society, etc.). Authorized visitors are required to register in the general office.

- Students will only be admitted to the building and class(es) in which they are enrolled except when express permission has been granted by building administration.
- Upon arrival in the building, all visitors must proceed immediately to the main office.
- After presenting a picture ID, approved visitors will be issued a visitor's pass.
- Visitors in the building who do not have a visitor's pass will be escorted to the main office.
- Visitors deemed to be trespassing may be referred to the District's resource officers or local law enforcement. A person who has no legitimate business on District property and has not complied with the rules pertaining to visitors will be considered trespassing.
- Building Principals may restrict access when an individual present on campus interrupts or negatively impacts the learning environment of the Building.

VISITORS: PARENT/GUARDIAN

Parents/guardians are encouraged to maintain regular contact with their children's instructors and encouraged to attend planned conferences, Open House, visitation days or to schedule an appointment to meet with a teacher or administrator. Parents/guardians may schedule a time to visit their children's

classes subject to the approval of the building administrator. During school hours, parents/guardians will not be permitted into the classroom or lunch room without prior written permission from the classroom teacher or the building principal. Parents/guardians, however, must be sensitive to the demands on the teacher's time as well as the potential disruption to the learning environment. Additionally, during the lunch period, students learn socialization and independence skills, and this learning opportunity can be compromised by the presence of non-staff members.

The elementary lunch period is a time for students to build relationships, practice independence, develop social skills and relax. It is recommended that family members who wish to celebrate a special day with their child plan to sign their child out for lunch and return to school following the lunch period. On a rare occasion, a family member may wish to speak with the principal about visiting the lunchroom. Such visits will require prior permission from the building principal before joining students in the lunchroom.

The District also has an obligation to protect the privacy rights of all students by ensuring that frequency of visitations by one parent/guardian does not allow inappropriate knowledge of the behavior or academic progress of other students. Parents/guardians who fail to abide by District policy or who disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

VOLUNTEERS

Parents/guardians are encouraged to volunteer for school sponsored activities and field trips. Please be advised that to ensure the safety of all students, all parents/guardians who wish to volunteer for a school activity will be required to fill out a form (via the District website) giving authorization to complete a criminal background check. Please contact your student's building office staff for additional information.

WORK PERMITS (HIGH SCHOOL)

The application form to obtain a work permit for high school students may be obtained from each of the high school offices or at the E.J. McClendon Center (454 S. Harvey St., Plymouth). The application form must be filled out by the prospective employer and returned by the student along with a document that includes a birth date (birth certificate, passport, driver's license, school schedule, etc.) to the school office for verification. The work permit will be kept on file at the employer's place of business.

ACADEMICS

ACADEMIC INTEGRITY

All students at P-CCS are expected to maintain high standards of academic integrity and honesty. Unless specifically directed by the teacher, students must assume that all work on exams, assignments, reports and documentation of sources is to be done by the individual student. Please review the section

on student conduct for definitions of academic dishonesty, cheating and plagiarism and discipline regarding same.

ALTERNATIVE EDUCATION OPPORTUNITIES FOR GRADES 9-12

P-CCS is fortunate to offer students an exceptional array of alternative education classes and opportunities. If students or their parents are interested, contact the Counseling Office or an alternative education teacher for information.

- Journey Program – (Grade 9)
- Alternative Education Program – (Grades 10 –12) including: Student Service Center, Female or Male Topics, Mentoring and Mediating
- Starkweather Academy at Fiegel – (Grades 10-12) off-site alternative high school program
- Mentoring and Mediation – (Grade 12)
- Summer Academies, Academic Enrichment Camps, and Summer School
- Virtual Academy

CO-OP TRAINING OR INTERNSHIPS

Cooperative education (“co-op”) or an internship is an opportunity to receive on-the-job experience with or without pay while enrolled in an approved related class. Training may be elected during any semester or during the summer. Please reference your home school’s Program of Studies for further information about any potential co-op or internship opportunities.

DUAL ENROLLMENT (HIGH SCHOOL)

See the [P-CEP Program of Studies](#).

FOREIGN EXCHANGE PROGRAMS

Each year P-CCS hosts a number of high school exchange students who are sponsored by approved foreign exchange agencies. Exchange students provide a rich opportunity for students to meet and work with students from different cultural backgrounds. The program also provides an opportunity for interested P-CEP students to travel abroad as exchange students. Programs are available for students to visit a foreign country for an entire school year or for a summer. Application procedures for any of the exchange programs are announced during the school year. Scholarships are available and questions may be directed to the counselor in charge of exchange programs in all schools. Students are encouraged to explore this unique opportunity.

ENGLISH LANGUAGE SUPPORT

A continuum of services and programs will be provided on a regular basis to students who qualify for English language support. Certified English Learner (EL) teachers and trained EL staff members provide support to students within their school building. Translation and interpretation services are available, please contact your child's school office or the EL Office (734) 416-4908 for additional information.

GRADE REPORTING

P-CCS provides communication regarding academic grades through regular report cards. Additionally, MISTAR Parent Portal can be accessed on a daily basis at <https://sisweb.resa.net/MISTAR/PlymouthCanton/>. Report cards are available through MISTAR Parent Portal and will only be mailed upon parental request.

GUIDANCE SERVICES (HIGH SCHOOL/MIDDLE SCHOOL)

Students are assigned a counselor to assist with issues and concerns that may arise during the school year and to assist with planning for college and/or the workforce. Please feel free to make an appointment with your counselor if you have questions or concerns.

Students are encouraged to see their counselors between classes, during lunch hours or arrange for a scheduled conference through the guidance office. The Guidance and Counseling Department provides many services including:

- Counseling, planning, and supporting academic, personal, and career/college needs and interests.
- Developing intervention plans and services with other support staff through child screening processes.
- Providing homework to students with absences due to illness of three days or longer. (Upon request by a parent, it takes 24-48 hours to gather assignments for pick-up.)

At the high school level, helpful information is available in the P-CEP Program of Studies.

GUIDANCE SUPPORT (ELEMENTARY)

Student Support Coordinators and Behavior Support Specialists are available at the elementary level. These individuals offer student support through the use of restorative practices, working with small groups or individuals, teaching social emotional skills and providing resources to families. Families who wish to speak to someone about social emotional support can contact the school Principal, the Student Support Coordinator or the Behavior Support Specialist.

HONOR ROLL (HIGH SCHOOL)

The honor roll requires that a student earn a 3.0 grade point average. Students who receive a grade of “D”, “E”, “U” or “I” are not eligible for inclusion in the honor roll listing.

SUMMER ACADEMY (ELEMENTARY/MIDDLE SCHOOL)

Elementary and Middle School Summer Academy is an intensive academic support program designed to meet the needs of students in grades 1-8 who need additional support in math and/ or language arts.

During the spring, building principals, teachers, counselors, and support staff collaborate to invite eligible students to participate in Summer Academy. Students are enrolled on a first-come, first-served basis until grade-level capacity is reached.

If you have any questions, contact the principal or counselor.

SUMMER SCHOOL PROGRAM (HIGH SCHOOL)

The District offers a summer school program for students entering grades 9-12. Students may take classes for course advancement or for credit recovery. Select courses may be taken for the first time. This is a fee-based program. For more information, please contact your student’s counselor.

TALENTED AND GIFTED PROGRAM (ELEMENTARY SCHOOL/MIDDLE SCHOOL)

The Talented and Gifted Program (TAG) serves students in grades 3-8. The nomination process for the TAG program begins in November each year. Students who qualify for the program will be notified in the spring. The TAG programs are housed at Gallimore Elementary (grades 3-5) and East Middle School (grades 6-8). Additional TAG information can be found on the district website at <http://www.pccsk12.com/departments/talented-and-gifted-program-tag>.

TEST OUT INFORMATION Please refer to the P-CEP website (<http://www.pccsk12.com/our-schools/plymouth-canton-educational-park/schedule-for-testing-out-of-future-courses>) for the most up-to-date test out information.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

The School District provides students with the use of textbooks, library books, electronic devices and other instructional aides and materials free of charge. This is done with the expectation that this major investment will be properly safeguarded and that students will maintain these items in the best possible condition. Reasonable wear is expected as a result of daily use. However, students will be held responsible and fines may be assessed for unreasonable textbook damage, repair or replacement. Students are required to return the textbook issued to them through the barcode system. Action may be

taken to collect unpaid fines and/or fees. If a student needs financial assistance for the replacement fee they should contact their building administrator.

ATTENDANCE

Regular attendance at school is crucial to students' academic success. Presence in the classroom either in person or virtually, allows students to participate in class instruction and discussion, exposing them to group interactions with teachers and other students. State law requires "continuous and consecutive" school attendance for the entire school year for children 6 to 18 years old. The Revised School Code, MCL 380.1561, provides, "the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." Regular school attendance also encourages self-discipline and responsibility; these qualities and consistent attendance are vital for employment readiness.

For these reasons, the School District's attendance policy focuses on schools, parents, and students working together to ensure students' regular attendance in the classroom.

There are two types of absences: excused and unexcused.

Excused absences include the following:

- Student illness/injury with doctor's note.
- Medical appointments,
- Observance of religious holiday,
- Funeral/death in the immediate family,
- Extreme family emergency,
- Documented college visits,
- Mandated and documented court appointments,
- Placement by juvenile court in detention, shelter care, foster care, or residential placement,
- Educational opportunities approved by school officials, or
- Other reasons as approved by the student's administrator.
- Placed on Non-Disciplinary Exclusion

To be excused, a student's parent or guardian must call the attendance office directly or submit an absence through MiStar Parent Portal by the time provided in the "Notification Policy" section below to report the absence and provide an approved reason.

Unexcused absences include the following:

- Any absence *not* reported to the attendance office by a student's parent or guardian by 5 p.m. the day following the absence.
- Any absence for a reason not listed above, which may include:
 - Staying home to babysit
 - Oversleeping
 - Travel
 - Needed at home
 - Weather
 - Missed bus
 - Sickness not documented within three (3) days of return to school
 - Willful truancy

*A student whose absence is unexcused may not receive credit for assignments, tests, quizzes, or other work assigned while the student is absent. See the section on "Make-Up Work," below.

Parents/guardians are expected to notify the school promptly of any absence or extenuating circumstances regarding illness or personal family problems which may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the holidays outlined on the school calendar. Parents/guardians should discuss the importance of good attendance with their student(s) and avoid supporting any abuse of the Attendance Policy. Students can participate in "take your son or daughter to work day," but it will count as an absence, as does any time a student is not present at school or at a school-sponsored activity. Students who do not participate in at least 50% of school classes during the day may be precluded from participating in extracurricular activities.

Notification Policy

High School: Parents/guardians must notify the student's home school on the day a student is absent or by 7:00 a.m. the following day. Parents may call the Attendance Office between the hours of 7:00 a.m. and 2:00 p.m. or call the recorded answering service between 3:00 p.m. and 7:00 a.m. The

Automated Parent Notification System (APNS) will notify parents daily if students have an absence or tardy which is unexcused as of 2:00 p.m. on that day. Calling into the Attendance Office or submitting an absence through MiStar Parent Portal are the only ways to excuse an absence. Students may be assigned detention(s) for unexcused absences.

Middle School: Parents must notify the school the day a student is absent by 9:00 a.m. Absences from one or more classes not reported excused by 9:00 a.m. will be considered unexcused. Parents may call the school office 24 hours a day to report an absence. Unexcused absences are not acceptable and students may be assigned detention for unexcused absences.

Elementary School: Please inform the school office if you know your child will be absent from school. All schools have an attendance line on the voice mail system; dial the school's main number and then press **Option #2**. This line is available 24 hours a day. Please call prior to 9:00 a.m. as we begin to make calls home about absent children at that time. Our system of calling home allows you to be sure that your child arrived safely and is in school.

Children who are ill should stay home to recover. Students who have been ill should be fever and vomit free for 24 hours before returning to school.

Attendance Protocol

When the total number of a student's excused and unexcused absences reaches a certain number, the School District will make efforts to contact the student and student's parent or guardian to address the attendance issue. The School District will also take other actions in an attempt to improve the student's attendance and as required by law.

Absences (Excused & Unexcused)*	District Communication	District Actions May Include
10	Notification sent home	• Implementation of an attendance plan • Other restrictions, as determined by building principal (i.e., Saturday detention, loss of parking privileges, loss of activities and athletics privileges) • Referral to appropriate law enforcement agencies for truancy
20	Notification sent home	• Other restrictions, as determined by building principal (i.e., Saturday detention, loss of parking privileges, loss of activities and athletics privileges) • Referral to appropriate law enforcement agencies for truancy • Building principal may require further documentation from student/parents to substantiate the reasons for the absence

25	Automatic referral to appropriate law enforcement agencies for truancy.	• Other restrictions, as determined by building principal (i.e., Saturday detention, loss of parking privileges, loss of activities and athletics privileges) • Building principal may require further documentation from student/parents to substantiate the reasons for the absence
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* For elementary school students, the number of absences refers to the number of days missed. For middle school and high school students, the attendance protocol will be triggered if a student misses 10 of the same class period or the equivalent of 10 days of school (when all absences from all class periods are considered).

The District recognizes that some students may miss school due to chronic illnesses or other extenuating circumstances. Therefore, the building administrator may preemptively determine that this policy is inapplicable with respect to a particular student due to the student's disability, medical condition, or chronic illness that results in frequent absences from school. In addition, a student may appeal the application of this policy to the student's building administrator, provided the student has earned a passing grade in the course when his or her attendance is not considered.

Virtual Academy Attendance Grades K-8

Parents must notify the Virtual Academy of their student's absence through Mi Star's Parent Connection prior to the start of the school day. Attendance will be taken at the start of the class period.

- Attendance will be taken at the 5-minute mark at the beginning of each class.
- Cameras must be on during attendance to verify the student is present.
- Leaving the class before dismissal may result in the students being marked absent.

Truancy

Truancy is defined as any unauthorized absence from school for any period of time. Chronic tardiness can also be considered truancy. P-CCS cooperates fully with local ordinances, the Wayne County Prosecutor's Office and the 35th District Court to address and eliminate student truancy.

Make-Up Work

High School: Make-up work will be assigned to students who have excused absences from school. Teachers are not required to give students the opportunity to make up work missed due to unexcused absences. Requests for make-up homework should be made through the student's home school counseling office. Homework and/or make up work will be available the next school day following a student's absence. Same day requests will not be honored. It is the student's responsibility to obtain all missed schoolwork. Students will be given one school day to complete any missed work for each day they are absent; (e.g., if a student is absent three days, they will be allowed three days to make up

missed assignments.) For long-term projects/assignments which were assigned prior to the date of absence, projects/assignments will be due on the day of return to school.

Middle School: Makeup work will be assigned to students who have excused absences from school. Teachers are not required to give students the opportunity to make up work missed due to unexcused absences. Students will be given one school day to complete any missed work for each day they are absent; (e.g., if a student is absent three days, they will be allowed three days to make up missed assignments.) For long-term projects/assignments which were assigned prior to the date of absence, projects/assignments will be due on the day of return to school. We encourage all students to select a “study buddy” from each of their classes who they can call to request homework during the days they are absent. It is the student’s responsibility to obtain all missed schoolwork. After three consecutive days of absences, missing assignments may be requested through the school office. Please contact the office by 7:30 a.m. and allow twenty-four hours’ notice to fill the homework request. Students are encouraged to use MiStar School-Connection and Moodle (on-line) to keep current with schoolwork.

Elementary School: Make-up work will be assigned to students who have excused absences from school. Teachers are not required to give students the opportunity to make up work missed due to unexcused absences. Requests for make-up homework should be made by emailing the classroom teacher. Notify teachers at least 24 hours before picking up the make-up work in the school office unless informed of earlier availability.

The School Board does not condone vacation as a reasonable excuse for being absent from school. The time missed will be counted as an unexcused absence. For students, time missed for vacation may be a factor in determining grades if make-up work is not completed. If a family chooses to vacation during a regular school week and assignments are requested, the type and quantity of such assignment(s) shall be decided by the teacher(s) involved. Such assignment(s) shall be reasonable in expectation and consistent with the course of study going on in the class. The teacher(s) shall also determine if the work is to be completed partially or in full, in advance, or upon return from the absence. Students are responsible for completing assignments as outlined by the classroom teacher. Students will consult with the teacher to determine due dates for missed assignments. Parents/guardians should complete the vacation form - Form 5200F1 – prior to departure. It is available in the school office or on the District website. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

Leaving School During the School Day

High School: P-CEP and Starkweather are closed campuses. A student will not be permitted to leave campus at any time during the school day unless his or her parent/guardian has called the home school Attendance Office granting permission to leave. Passes are available in the home school office. The student must sign out with a pass from the Attendance Office prior to leaving and sign back in upon return to school. Leaving campus without following this procedure will result in unexcused absences and may result in disciplinary action. These requests must be made by calling the home school Attendance Office during school hours; please see directory for office numbers. Students leaving during the school day must bring back documentation of an appointment or the absence will be unexcused.

Students with an 18-year-old waiver must sign out in the Assistant Principal's office before leaving campus. A student who signs himself/herself out will be considered unexcused unless the reason for being out is properly documented or the student has an obvious health issue.

Middle School and Elementary: In order to ensure the safest environment for students, middle schools have a closed campus. Students may not leave before dismissal times unless accompanied by an authorized adult. All students leaving school during the day must sign out through the main office. Students will only be released to individuals whose names appear on the emergency card and who provide appropriate identification. In order for a student to leave early, he/she must bring a note from a parent/guardian to the main office before classes begin in the morning and obtain a permission slip to leave.

Roles and Responsibilities of Students

- To follow the appropriate procedure in the building for prearranged absences.
- To sign in and out appropriately in the home school Attendance Office when leaving campus during the school day.
- To turn in medical verification of absences to the home school Attendance Office upon return to school following illness.
- To make arrangements with teachers for obtaining and submitting make-up work for excused absences. Teachers are not required to give credit for make-up work for unexcused absences. Same day requests for work will not be honored.
- To review their attendance with the teacher and discuss any discrepancies immediately.

Roles and Responsibilities of Parents/Guardians

- To promptly call the home school Attendance Office or submit an absence in MiStar Parent Connection each day the student is absent or by 7 a.m. the following day.
- To monitor student attendance through Parent Connection.

- To review progress reports with their student(s) and contact the student's building principal with concerns.
- To request a Prearranged Absence Form or Off Campus Permit from the home school Attendance Office as necessary. PLEASE NOTE: These requests cannot be accommodated on Automated Parent Notification System. The requests must be made by calling the home school Attendance Office during school hours.
- To schedule vacations at times when school is not in session as extended time out of school may negatively impact a student's academic performance.
- To call and obtain homework assignments if their student is absent for illness three days or longer.
- To update MiStar with any changes in your home address, home phone, cell phone, work phone numbers, or emergency card.
- To provide the District with copies of current custody records which could impact who may pick up your child in case of emergency.

CLOSED CAMPUS

All P-CCS schools are closed campuses. This means that students are expected to be within the property boundaries of the school at all times. There are no lunch passes. A student must have a pass from the attendance office to leave school grounds during school hours. In order to ensure the safety of all individuals, students may be prohibited from certain areas on campus. Please check your specific building for areas that may be designated as off limits for students and/or student activities.

Unauthorized presence in unassigned areas of the school grounds will result in appropriate discipline. All parking lots are off limits to students except when the student has a pass or during authorized arrival/departure periods. The Bus Loop is restricted, before and after school, to only those students authorized to ride the buses. Bus doors close 10-minutes after dismissal.

TARDY POLICY: HIGH SCHOOL

Students who are not in class at the scheduled time are considered tardy. All students who are tardy must report to the attendance office to sign in upon arrival.

Tardiness creates a disruption to the educational process and is discourteous to staff and fellow students. Chronic tardiness can be considered truancy. A student will be considered tardy if they are late to their assigned location but arrive within ten (10) minutes of the start of class unless an excused pass is presented. If a student is more than ten (10) minutes late, they will be marked absent. The Automated Parent Notification System will notify parents daily of their students' unexcused tardiness. The warning tone is a signal for students to proceed to class. Once the class tone has sounded, students need a pass to be out of class for any reason. Students with parking permits who have a pattern of

tardiness may have their permits suspended. Please see District Truancy policy for additional information.

Students who accumulate five (5) unexcused tardies for any one class in a semester may be assigned detention, to be completed within one week of being assigned the detention. For each additional tardy after the initial five (5), the student will be assigned an additional detention. Students who fail to attend detention within one week will be assigned two additional detentions. Students who do not complete their assigned detentions in a timely manner will be referred to their assigned administrator for further discipline.

TARDY POLICY: MIDDLE SCHOOL

When a student has an unexcused tardy, the teacher will conference with the student to determine the cause of tardiness. If tardiness continues, the teacher will seek parental support to resolve the problem. At the third unexcused tardy, the teacher will notify the parent/guardian and assign a detention. Students are expected to attend detention as assigned by the classroom teacher.

Repeated tardiness will result in disciplinary action possibly including Saturday detention, and/or out-of-school suspension.

TARDY POLICY: ELEMENTARY SCHOOL

Students who are not in class at the scheduled time that the school day starts are considered tardy. All students who are tardy must report to the office to sign in upon arrival. In grades K-5, a parent/guardian must accompany the student when reporting to the office to sign in. Chronic tardiness will be referred to the principal. At the elementary level, attendance is taken in the AM and PM. Missing more than an hour of instruction in the AM or PM (late arrivals or early dismissals) will be marked as a half day absence.

TARDY POLICY: VIRTUAL ACADEMY K-8

Tardies will be recorded for students who are not present at the start of the class period.

- Arriving after 5 minutes, the student will be marked tardy.
- Arriving more than 10 minutes late, the student will be marked Tardy > 10 Minutes.

COMMUNICATION

Definitions

The following definitions apply to the following terms as used in this policy:

Distribution means circulation or dissemination of written or photographic material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies and/or electronic distribution via the internet or social media sites. It includes displaying written material in areas of the school, which are generally frequented by students.

Libelous describes a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.

Materials and substantial disruption of a normal school activity means:

1. Where the normal school activity is an educational program of the School District for which school attendance is compulsory, any disruption which interferes with or impedes the implementation of the program
2. Where the normal school activity is voluntary in nature (including, for example and not for limitation, school athletic events, plays, concerts, lunch periods).
3. Student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

Minor means any person under the age of eighteen (18).

Non-school sponsored written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards, and underground newspapers, whether written by students or others.

Obscene to minors means that:

1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested.

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distributing is requested, such as conduct describing intimate sexual acts.
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

School activities means any activity of students sponsored by the school and includes, by way of example, and not by way of limitation, classroom work, library activities, student newspapers, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

DIRECTORY AND PUBLICATION INFORMATION

Announcements regarding school activities, meetings, athletics, scholarship/counseling information, etc. will be provided in various ways in the different buildings throughout the District, including weekly postings in classrooms and the general offices, and the reading of announcements. Students are urged to listen and keep informed of all school activities.

Announcements at the high school level are also available on the P-CEP Web site <http://www.pccsk12.com/our-schools/plymouth-canton-educational-park> or by subscribing to school news by clicking “Subscribe to School News” icon on the P-CEP Web site or going directly to <http://www.pccsk12.com/our-schools/plymouth-canton-educational-park>.

Additionally at the Park, the STS (Student Television Service) program generates broadcasts during the school day and provides informational items, school news, feature stories and editorials. Announcements are read over the public address system. Students who wish to submit materials to be aired through either of these media must submit a written request to the building principal at least one week in advance of the requested air date. Approval will not be granted for content that school officials reasonably conclude may cause a material and substantial disruption to the educational environment.

Permission to post any school sponsored signs, posters, or flyers must be obtained by the student’s building principal prior to posting. Any posted material not approved will be removed. Approval will not be granted for content that school officials reasonably conclude may cause a material and substantial disruption to the educational environment. Unauthorized distribution of any materials will be halted and disciplinary action may be imposed.

FERPA

The Family Educational Right and Privacy Act (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain parental consent prior to the disclosure to third parties of personally identifiable information from your child’s education records. However, the law provides that the District may disclose appropriate designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The following items are designated as directory information at P-CCS: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph or electronic images as published in school yearbooks and newspapers. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of the current school year. A FERPA form is available in your school office.

Please be advised that the Elementary and Secondary Education Act of 1965 and 2001 National Defense Authorization Act require that Districts provide military recruiters, upon request, with access to names, addresses and telephone listings of secondary school students unless the parent/guardian provides written notice that they do not want their student's information disclosed without their prior written consent. Additionally, the Revised School Code, MCL 380.1139, requires that school officials of a public high school provide the same access to pupil directory information to the armed forces of the United States and to service academies of the armed forces of the United States as is provided to other entities offering educational or employment opportunities. If you do not want the District to disclose this information without your prior written consent, you must notify the District in writing by September 30 of the current school year.

Pursuant to FERPA, school districts are precluded from releasing documents or discussing information about another student absent written authorization from that student's parent or guardian. This includes discussion of another student's discipline or responding to questions about another student's discipline.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS

Plymouth-Canton Community Schools recognizes the right of students to express themselves. With the right of expression, however, comes the responsibility to do it appropriately and in accordance with the rights of others. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials only in accordance with the following school guidelines:

A. Material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent, and pervasively vulgar, advertises any product or service not permitted to minors by law,
 - a. Invades the rights of another person which could result in tort liability to the school,
 - b. Constitutes insulting or fighting words, the very expression of which injures or harasses other people,
 - c. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes, or is likely to cause, a material or

substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. The distribution of written material shall be limited to a reasonable place, time and manner. Material may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Anyone wishing to distribute non-school sponsored material must submit for approval a hard copy of the proposed material for approval to the Communications Office, Phone (734) 416-3297, at least two (2) full business days in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting request and, if a student, the second hour classroom number,
- Date(s) and time(s) of day of intended display or distribution, or
- Location where material will be displayed or distributed.

Permission to distribute material does not imply approval of its contents by either the School, the administration of the School, the School Board, or the individual reviewing the material submitted.

If the person is dissatisfied with the decision of the Communications Office, the person may submit a written request for appeal to the Director of Student Services. The decision of the Director of Student Services will be final. If a person submitting a request does not receive a response within 48 hours of submission, the person shall contact the office to verify the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the materials may be distributed in accordance with the time, place and manner provisions included in this section. At every level of the process, the person submitting the request shall have the right to appeal and present the reasons supported by the relevant witnesses and material as to why distribution of the material is appropriate.

SCHOOL-SPONSORED PUBLICATIONS/PRODUCTIONS

P-CCS sponsors student publications and productions as a means by which students learn under adult direction and/or supervision. School-sponsored publications include but are not limited to the following: written materials, electronic or online material, video or audio clips, newsletters, newspapers, or announcements, vocal and theatrical performances, impromptu dramatic presentations, student broadcasts. While students have the right to express their views and attitudes on all issues, all material to be printed or produced is subject to prior review by the advisors and building principal.

SALES & FUNDRAISING ACTIVITIES

All sales and fundraising requests (in-school or community) and the selection of vendors must be approved in advance by the sponsor and/or faculty person in charge of the group requesting the sale

and by the administrator in charge of fundraising. Officially recognized clubs, teams, classes, organizations, etc., that fail to receive advance approval to sponsor a fundraising sale or activity will have their activity terminated regardless of the monetary consequences.

FOOD AND CAFÉ

CAFETERIA CONDUCT: EXPECTATIONS OF STUDENTS

Follow the directions of the supervisors on duty and be courteous in language and conduct toward the cafeteria/maintenance personnel.

- Observe appropriate table manners at the table.
- Do not ask other students for food or money or share food with others.
- Use conversational voice levels.
- Respect others by your actions and wait your turn in line.
- Clear table area properly and promptly of all food and trash.
- Food must be eaten in the cafeteria unless there is express permission to do otherwise.
- Do not congregate by the doors, aisles or passageways in the cafeteria and commons. This is prohibited.
- Lunch may not be eaten outside of the cafeterias unless the student has a pass and will be under direct supervision of a teacher or administrator.
- For safety reasons, students must remain seated in the cafeteria at all times except to purchase lunch or use the restroom.
- Throwing of food and/or other disorderly conduct will result in discipline up to and including out-of-school suspension and potential police involvement.

Consequences: Failure to abide by the cafeteria rules may result in restricted privileges and/or disciplinary action.

ELEMENTARY SNACKS

Snacks: Elementary students may bring a snack to school each day. Suggested student snack choices include the following items: fruits, vegetables, applesauce, cheese, yogurt, crackers or pretzels. Individual classrooms may have additional food restrictions to address specific health issues

SCHOOL LUNCHES

It is preferred that students bring lunch from home or purchase lunch from the cafeteria. Food deliveries to the office from outside vendors (i.e. Jimmy Johns) are not permitted and will not be accepted. Parents, of course, may drop off lunches from home in the office for their children. P-CCS provides a variety of nutritious breakfast and lunch options at school each day. For menu and payment information please refer to the district website at: <http://www.pccsk12.com/departments/food-nutrition-services>. If a student/family needs financial assistance for any unpaid balance they should contact their building administrator.

As a means of preserving instructional time and maintaining a safe environment for all students, birthdays are no longer celebrated with food treats. Teachers will inform parents of any non-food related activities or procedures if they wish to celebrate students' birthdays at school.

The elementary lunch period is a time for students to build relationships, practice independence, develop social skills and relax. It is recommended that family members who wish to celebrate a special day with their child plan to sign their child out for lunch and return to school following the lunch period. On a rare occasion, a family member may wish to speak with the principal about visiting the lunchroom. Such visits will require prior permission from the building principal before joining students in the lunchroom.

Lunchtime is an important time for students to interact with each other and learn important socialization and independence skills. Accordingly, parents and/or visitors are not permitted to accompany their children in the cafeteria during lunchtime unless prior permission has been granted by the building administrator.

DRINKS (MIDDLE SCHOOL/ELEMENTARY SCHOOL)

Only transparent water in clear containers is permitted in classes. Other beverages may be used in the cafeteria during lunchtime. Beverages determined not to support the school environment at any time include CARBONATED DRINKS, ENERGY DRINKS or other ENHANCED DRINKS. We appreciate your cooperation in not sending them to school. Please be advised that the USDA Guidelines for Healthy Schools will be followed by the District.

TECHNOLOGY

[Technology Department Resource Page](#)

BRING YOUR OWN DEVICE (BYOD) POLICY

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Plymouth Canton Community Schools (P-CCS) is committed to allowing responsible, learning-centered use of personal devices at school to provide as many pathways to understanding and learning as possible for our students. However, the rights of

others must always be respected as well. This policy should be read and understood in conjunction with the Student Code of Conduct as well as all District Policies and Administrative Guidelines, including but not limited to 7540.03 (Student Network and Internet Acceptable Use and Safety) and 5136 (Personal Communication Devices).

General Info

Access to the P-CCS wired and wireless network, whether with school provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). Access from a personal device may be limited to Internet use only. Students should not expect access to school servers nor school printers from their personal devices.

For purposes of this BYOD Policy, “personal device(s)” means privately owned wireless and/or portable electronic hand-held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/ storing, etc.

Access by personal devices to the P-CCS network, intended for and used for instructional purposes, will be permitted, as approved by the classroom teacher or the building administrator. However, access by personal devices to the PCCS network for non-education-related activities is expressly prohibited.

Access to the PCCS wired and wireless network is a privilege, not a right. Any use of the network requires personal responsibility and compliance with all school rules. Please be advised that use of any PCCS networks may result in P-CCS access to data about the user’s personal device, including but not limited to programs, activities, identities, etc.

School Liability Statement

Students bring their personal devices to use at P-CCS at their own risk. It is a student’s own duty to be responsible for the upkeep and protection of the student’s own personal devices.

P-CCS has no responsibility or liability for any of the following:

1. Personal devices that are broken or damaged while at school or during school-sponsored activities.
2. Personal devices that are lost or stolen at school or during school-sponsored activities.
3. Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, repair of any software or hardware issues).

P-CCS provides no warranty, express or implied, about the compatibility of any PCCS networks with any personal device.

Students should understand that there is no expectation of privacy for any personal device when it is connected to any PCCS networks.

Students who disregard this policy may have their use privileges suspended or revoked and disciplinary action may be taken against them. Users granted access to any P-CCS networks assume personal responsibility and liability, both civil and criminal, for uses not authorized by Board policy.

GUIDELINES FOR RESPONSIBLE USE

- Students are responsible for properly using and caring for the school technology including computers, computer peripherals, software, AV-Equipment, etc.
- Students are required to follow all directions and rules given by the teacher/supervising adult when using school technology.
- Students may use technology including email, Internet, and the computer network only for educational purposes.
- Students may only log into the computer or email using their own username and password. Students are prohibited from using another individual's username or password for any reason. All passwords must be registered.
- Students may only use licensed software that has been installed on the computers by the school district technology department.
- Students may not download software or programs from the Internet or by-pass the system security filters.
- Students are responsible for the content of work created and/or saved in voice, video or data files using any school technology.
- Students may be held financially responsible for intentional waste or damage to school supplies and equipment.
- Students are responsible for compliance with local, state, and federal laws while using school technology. See P-CCS Web Site and P-CCS Technology Acceptable Use Agreement.
- Students are responsible for using school technology in an ethical manner for educational purposes.
- Students who do not use the school technology appropriately may lose the privilege.
- Students are responsible for following the guidelines in the student handbook when using school technology.
- Students acknowledge that by using school technology they understand that teachers or other supervising personnel review files and communications to ensure that all users are demonstrating responsible use. Non-educational or inappropriate large files found on student network drives may be deleted without warning and referred to a principal.
- All publicly published student work must have the approval of the student's parent or guardian.

CELL PHONES/ELECTRONIC DEVICES/SMART TECHNOLOGY (INCLUDING SMART WATCHES AND GLASSES) (HIGH SCHOOL)

- Cell phones and other electronic devices or smart technology, including but not limited to headphones or components, smart watches, or smart glasses, may not be turned on, seen, worn, displayed, heard, or used in the school building or on campus during class time unless permission is granted by a school administrator and/or teacher for instructional purposes.
- Devices must be kept in a backpack, locker, purse or pocket out of sight.
- Cell phones may not be “on” or otherwise used in the school locker rooms or restrooms at any time nor may they be used in any school site or where a school activity is occurring. This includes the use of picture/video features. Photographs may not be taken of another individual and/or posted on any social media or other internet site without that person’s express permission. This includes at any school sponsored event as well as on the bus.

Consequences for Observation or Use of a Cell Phone or Electronic Device:

Progressive discipline will be followed and repeat offenses may result in suspension from school.

Students in violation of the policy may have their devices confiscated at any time and turned over to an administrator. The phone or electronic device will be returned to a parent or guardian, listed on a student’s emergency card, any time during the school day, in the general office of the building in which the device was confiscated. A student’s refusal to give up the device may be considered “Insubordination” and result in additional discipline.

Please be advised that recording still or video images, or posting of same, of another individual is prohibited absent that individuals express permission to be photographed or recorded and in accordance with the District’s Internet Acceptable Use Policy.

CELL PHONES/ELECTRONIC DEVICES (MIDDLE SCHOOL)

- Cell phones and all mobile devices shall be turned off during the school day.
- Cell phones and all mobile devices shall be kept in a student’s locker – not in clothing pockets or in pencil cases unless indicated differently by the building administration.
- Cell phones and all mobile devices are not allowed to be used in locker rooms or restrooms at any time.
- Cell phones may be used in a classroom when directed by the teacher and for academic purposes only.
- If a student needs to make an emergency call during the day, they are to come up to the office.

Consequences and Family Communication:

Students using phones or electronic devices without authorization:

- First offense: The student will be asked to surrender their phone to the teacher and can pick up the phone from the office at the end of the day.
- Second offense: The student will be asked to surrender their phone to the teacher and can pick up the phone from the office at the end of the day. The student will also serve a lunch detention the following day.
- Third offense: The student will meet with administration to create a personal electronics plan/contract.

The District is not responsible for the loss, theft, damage or vandalism to student cell phones ED's or any other student property. Students are strongly encouraged not to leave their property unattended or unsecured.

CELL PHONES/ELECTRONIC DEVICES (ELEMENTARY SCHOOL)

Students may possess a cellular telephone or other electronic communication device (ECD) in school and at school related functions provided that during school hours and on school vehicles the cell phone or ECD is: Powered off Concealed Not in use

- Students are prohibited from using a cell phone (ECD) or having it “Powered On” upon arriving on campus. Thus, cell phones are not to be turned on, seen, heard, or used in the school building or on campus until the dismissal bell at the end of the school day.
- Students are not permitted to wear or display their cell phone (ECD). Devices must be kept in a backpack, locker, purse or pocket out of sight.
- Cell phones (ECDs) may not be “On” or otherwise used in the school locker rooms or restrooms at any time, on the school bus or in any school site or where a school-sponsored activity or event is occurring. This includes the use of picture/video features.
- Students may not use cell phones during such events as plays, concerts, assemblies, or other indoor events. All home contacts during the school day must be initiated by the school office.
- Please be advised that any use of smart technology is subject to the same restrictions, guidelines, and discipline as other forms of technology.

Electronic games, cameras, radios, tape players, CD players, laser pointers, cell phones, or other electronic devices/components are not permitted in school unless specifically requested by staff for classroom use. They create a distraction to the learning environment. Unauthorized devices will be secured in the office for parents to pick up. Personal digital assistants, e.g., palm pilots, electronic

calendars and laptops, may be brought to school when used to support the academic program and with classroom teacher permission. The school will not assume responsibility for theft, damage, or loss of electronic devices.

Students in violation of the above policies will have their cell phones or other electronic devices confiscated and turned over to an administrator. A parent or guardian listed on the emergency card may pick up the item during the school day.

The District is not responsible for the loss, theft, damage or vandalism to student cell phones, ECD's or any other student property. Students are strongly encouraged not to leave their property unattended or unsecured.

Possible Consequences for Observation or Use of a Cell Phone or Electronic Device:

1. First offense for the observation or use of an electronic device including cell phone: Warning
2. Second offense: parent conference and confiscation of phone or device. Parent or individual on the emergency card may pick up the device after school.
3. Subsequent offenses: Student will not be permitted to bring the phone or device to school for the remainder of the school year.

ELECTRONIC USE

All computers located in classrooms, labs and offices or issued to students are the District's property and are to be used by students, appropriately and solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. The District, with or without the student's knowledge or permission, may review such information. Using a password does not guarantee confidentiality, and the District retains the right to access information. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

INTERNET/COMPUTER MISUSE Only students with a completed waiver form on file may use the Internet. Students are expected to use the computers and the Internet as described in the guidelines for responsible technology use. Please see the Technology Guidelines and District policy for further information. Violations of the Technology Guidelines may result in disciplinary action.

Consequence:

Ranges from administrative conference up to and including recommendation for expulsion.

STUDENT CODE OF CONDUCT

STANDARDS FOR STUDENT EXPECTATIONS

Students are expected to treat others with dignity and respect. We are a community of learners who respect the rights of others. As part of that respect, we ask that all members of the school community speak and act in a manner that reflects positively on them and their school.

STUDENT DUE PROCESS RIGHTS

Due process rights will be afforded to each student before and/or during appropriate disciplinary action. Students will be given written or oral notice of the charges and an opportunity to respond to those charges.

For suspension of five (5) school days or more, a written appeal may be filed with the school principal, within 24 hours, but the student will not be allowed to remain in school during the appeal.

When a student is considered for long-term suspension (more than ten days) or expulsion the student's parent/guardian will receive written notification. The notification will contain:

- Charges and related evidence,
- Time/place of the hearing,
- Length of the recommended suspension or expulsion, and
- A brief description of the hearing procedure.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing will be scheduled with the Discipline Review Committee during which the student may be represented by their parents, legal counsel at their own expense, and/or by a person of their choice.

APPLICATION OF SCHOOL RULES

PURPOSE OF SCHOOL RULES

The Student Code of Conduct that follows is the District's response to requirements contained in the Michigan Revised School Code and the District's commitment to a safe learning environment for all

students. This Code provides information and direction to students and parents regarding the expected standards of behavior as well as possible consequences for misconduct. The rules set forth in the Student Handbook apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity whether on or off campus, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Various factors will be considered in determining the appropriate penalty in any given situation. These include but are not limited to: the severity of the offense, specific circumstances, impact on the learning environment, and any past disciplinary history of the student. Restorative practices will be considered and applied where appropriate.

Administrators and teachers stand *in loco parentis*—in the place of parents—while students are at school, on District transportation, and at school-sponsored activities and events. P-CCS takes seriously its responsibility to provide a safe learning environment for all students. This includes the right to speak with and/or meet with children when necessary.

Any action that administration is made aware of that is a violation of local ordinances on a school campus or event will be reported to the local authorities.

The following list identifies potential administrative responses to infractions of the code of conduct. As listed below:

Range of Responses

Disciplinary actions include, but are not limited to the following:

- Restoration Conference with student.
- Problem solving conference.
- Conference with student and parent/guardian.
- Intervention conferences.
- Peer mediation.
- Behavior plan/contract.
- Exclusion from Commencement and/or other activities.
- Agency referrals.*
- Police, law enforcement and/or other agencies.
- Before or after school detention.
- Lunch detention.
- Saturday detention.

- Out-of-school suspension.
- Discipline review meetings.
- Recommendation for expulsion.
- Administrative removal.
- Mental Health/Risk Assessment Removal.
- Sensory/Calming Breaks.

* The school district's provision of information or referrals to an outside agency is not an express or implied offer to pay, in full or in part, for any expenses which the student may incur as a result of his/her participation with the agency.

A student placed on suspension is not allowed on school grounds or at school activities for any reason during the suspension period, unless authorized by an administrator. The suspension period officially concludes at 7 a.m. on the day the student returns to school. Co-op students may not work at the co-op job during the suspension. Any student on campus during a suspension will be considered trespassing.

CLASSROOM EXPECTATIONS

In addition to the rules and regulations set forth in this handbook, each teacher may also establish rules for his or her own classroom that align with the District mission, vision and beliefs.

ELASTIC CLAUSE

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may not be specifically covered in this handbook. A student who engages in an act of misconduct that is not specifically listed in this handbook is still subject to disciplinary action. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents still recognizing that each situation is different. Matters omitted from this handbook should not be interpreted as a limitation on the scope of the school's authority and the District's responsibility to maintain order and provide a safe learning environment for all students. It should be noted that violations are cumulative and that consequences for cumulative violations may be more severe. The severity and frequency of the misbehavior will be considered when determining appropriate disciplinary action.

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity whether on or off campus, or whose conduct at any time or place including to or from school directly interferes with the operations, discipline, or general welfare of the school, students and staff.

RESTORATIVE PRACTICES

A major consideration of the Code of Conduct is to identify appropriate restorative practices actions that will bring about positive student behavior. Restorative Practice focuses on the harms, needs, and causes of student behavior, not just the breaking of rules and dispensing of punishment. Restorative practice attempts to provide students with an opportunity to be accountable for the harm caused as well as the opportunity to repair the harm. Students are empowered to help resolve conflict and maintain an environment where the work of the school can happen. The goal of restorative discipline is to provide students an opportunity to learn to think differently about harm, to deal with conflict in peaceful and creative ways, to address accountability and responsibility, to focus on one another's humanity and to problem-solve in terms of community and collaboration.

Restorative practices require an individual to acknowledge that misconduct and conflict can result in harm not only to those directly involved, but also the entire educational community. It focuses on the concepts of healing, respect, accountability, and engagement. Individuals who cause injury are encouraged to make things right with those whom they have harmed, thus impacting the entire educational community in a positive way.

By statute, factors considered in applying restorative practices include:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the violation or behavior committed by the student
- Whether the violation or behavior committed by the student threatens the safety of any student or staff member
- Whether restorative practices will be used to address the violation or behavior committed by the student
- Whether a lesser intervention would properly address the violation or behavior committed by the student

STUDENTS WHO HAVE COMMITTED MISCONDUCT IN ANOTHER SCHOOL OR DISTRICT

An otherwise eligible resident who is alleged by school authorities to have engaged in misconduct in another school or district which would have resulted in the student's suspension or expulsion if the student had attended P-CCS, may be subject to suspension or expulsion from P-CCS pursuant to the Student Code of Conduct.

SPECIFIC INCIDENTS (listed in alphabetical order)

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

All students at P-CCS are expected to maintain high standards of academic integrity and honesty. Please be aware that unless specifically directed by the teacher, students must assume that all work on exams, assignments, reports and documentation of sources is to be done by the individual student. Academic integrity means representing oneself and one's work honestly. Academic dishonesty will impact the student's grade. Discipline under this section may result in academic sanctions in addition to other penalties.

A student may not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials, or school records.

Definition of Academic Dishonesty: Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization and the fabrication of information. Academic dishonesty also includes plagiarism, which is copying work from another source and submitting it as one's own work. Plagiarism is not defined simply by the copying of words and phrases, but also by the dishonest copying of ideas and concepts.

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests, answer keys or other academic material intended for the exclusive use of an instructor; or (4) unauthorized acquisition of/or alteration of academic records.

Examples include but are not limited to the following:

- Willingly and knowingly allowing another student to copy one's work without the knowledge or approval of the instructor.
- Intentionally or inadvertently leaving one's written work available in a place that makes it possible for another student to copy.
- Sending or sharing information, assignments or projects verbally, in writing or electronically (i.e. by picture, text, email) to another student.
- Participating in, contributing to, or withholding information about the academic dishonesty of another student.
- Using or possessing "crib notes" or "cheat sheets" or accessing any written or electronic information when not permitted.
- Inventing information or giving false information to deceive the educational process.
- The use of course materials obtained without the instructor's permission.

Plagiarism is copying work from another source and submitting it as one's own work. Plagiarism is not defined simply as the copying of words and phrases, but also the dishonest copying of ideas and concepts. Plagiarism includes but is not limited to: (1) the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; (2) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or academic materials. This includes information gained through access to the internet.

Some examples include the following:

- Altering words or the order of words from another source and submitting them as one's own work.
- Submitting work written by college students, former students, tutors, friends, or other adults as one's own.
- Copying another student's work, previously published material or ideas from any source, including electronic and visual mediums, without citation.

Consequences:

1. First Offense – Individual classroom teacher will address the infraction and hold a conference with student. Student may receive a zero (0) or grade reduction on the assignment or test. The teacher will notify parent/ guardian upon each occurrence and document in the “Visits” tab in MISTAR.
2. Second Offense – Parent contacted by teacher (and referral to administrator) for additional discipline) up to and including suspension/expulsion from school.

ARSON/FIRE

Any unauthorized use of matches, lighters, or an attempt to light or burn any substance on the school campus may be deemed to be a gross misdemeanor for purposes of the school code. Setting fires or the use of open flames for improper purposes or malicious burning is prohibited.

Consequence:

The penalty for any unauthorized burning may include penalties up to a recommendation for expulsion. It may also include referrals to police and/or other appropriate agencies. Arson is a felony offense punishable by mandatory expulsion under State Law.

ASSAULT: STUDENT ON STUDENT

The Michigan Revised School Code, MCL 380.1310, defines assault as intentionally causing or attempting to cause physical harm to another through force or violence. Any student who commits a physical assault against another student at school, at a school activity or in a school related vehicle will be suspended or expelled from the School District.

ASSAULT PHYSICAL: STUDENT ON EMPLOYEE / VOLUNTEER / CONTRACTOR

Pursuant to the Michigan Revised School Code, MCL 380.1310, any student in grade 6 or above who commits a physical assault at school, at a school activity or in a school related vehicle against a person employed by or engaged as a volunteer or contractor by the School District will be expelled permanently from school. Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence. Aggressive behavior that does not come within the statutory definition of assault will still be subject to discipline up to and including expulsion from school.

ASSAULT: CRIMINAL SEXUAL CONDUCT

If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, or school related activity, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). MCL 380.1311(2).

“Criminal sexual conduct” means any violation of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

VERBAL THREAT

Any student who commits a verbal threat at school, at a school related activity or on a school related vehicle, against another student, or a person employed by or engaged as a volunteer or contractor by the School District will be subject to discipline up to expulsion for a period of up to 180 school days. The above includes any verbal threat whether transmitted orally, electronically or by written word.

A verbal threat is defined as any oral or written threat of an immediate harmful or offensive injury, coupled with an apparent immediate ability to commit same, which puts a person in a reasonable apprehension of such an injury; or the use of offensive language directed at a person where such language is likely to provoke a reasonable person to physical violence; or, an oral or written bomb threat (or similar threat) directed at a school building, other school property, or a school related event will result in consequences as stated above. (P-CCS Board Policy 5612-C).

BICYCLES ON CAMPUS

Students who choose to ride their bikes to school must supply their own lock for their bikes. The District has no responsibility or liability for lost or stolen bikes or locks and students park their bikes on campus at their own risk. Please be advised that riding a bike in an unsafe manner or in a manner that puts other students at risk will result in progressive discipline. Students are encouraged to wear helmets while riding their bikes on school property.

BOMB THREATS/FALSE EMERGENCY REPORTS / FALSE FIRE ALARMS

A student shall not make a bomb threat (by telephone or other means) nor threaten the safety of staff and students in a school building, on school grounds, or in a school vehicle. This policy also encompasses such actions as look-alike items, false fire alarms, or intentional calls to falsely report a dangerous condition.

Consequence:

A student engaging in such conduct will be subject to discipline up to a recommendation for expulsion. False bomb threats and/or false reports of a dangerous situation or fire will also be reported to the appropriate law enforcement Agency. Students may also be required to provide financial restitution to the District for any cost incurred as a result of the false report or alarm.

BULLYING/CYBER BULLYING

P-CCS recognizes that a safe and civil environment in school is necessary for all students to learn and achieve high academic standards.

Students are prohibited from engaging in bullying, regardless of the subject matter or motivating animus. Bullying includes any written, verbal, or physical act or any electronic communication that unreasonably interferes with another's participation in or enjoyment of school or school sponsored activities. It includes intimidating or attempting to intimidate others by any means or methods including repeated taunts, name-calling, put-down discriminatory actions, extortion, or exclusion.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures/images, or Web site postings (including blogs). Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of bullying or hazing.

Sending threatening messages through electronic means may be criminal in nature. Typically, the schools will not be involved in the resolution of cyber bullying which occurs outside of school unless it creates a reasonable threat of material and substantial disruption at school.

Any student who believes they have been or is currently the victim or bullying should immediately report the situation to school personnel. Retaliation against any person who reports, is thought to have reported, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. All reports or complaints of bullying will be fully and promptly investigated. The complainant shall, within the limits of applicable law, be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Consequence for violation of Bullying Policy:

Students who make false accusations, file false police reports, or engage in retaliation will be subject to discipline. Disciplinary action up to and including suspension, separation, or expulsion from school and possible police involvement.

BUS CONDUCT

To ensure safe and comfortable transportation, students must act responsibly when riding the bus. All school rules apply to conduct on school buses. The bus driver, transportation supervisor and/or assistant principal will address bus policy violations. The Bus Loops are restricted, before and after school, to only those students authorized to ride the buses and/or parents picking up their children. Students must arrive promptly to their bus; the driver closes the bus door 10 minutes after school dismissal. Students may only ride the bus to which they are assigned unless specific permission to ride another bus has been granted by the building administrator. In case of late buses, please call the Transportation Office at (734) 416-3000. A copy of the bus rules is posted on the District website for your convenience.

Middle school students are not permitted to drive any type of motorized vehicle to school. Driving automobiles to school and parking on school grounds is limited to juniors and seniors at the high school.

While enroute to and from school, students are expected to adhere to the student code of conduct.

Consequence:

Student misconduct may result in the loss of bus riding privileges and/or other disciplinary actions.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Writing, defacing, marking and/or painting on any surface of school buildings, including lockers, desks, chairs and educational materials is prohibited. Any student who disfigures property, breaks windows or does other damage to school property or equipment will be required to pay for the damage or replacement of the item and will be subject to appropriate discipline up to and including suspension or recommendation for expulsion from school as well as potential referral to law enforcement.

CONTROLLED SUBSTANCE/ALCOHOLIC BEVERAGES

The Board prohibits the use, possession, concealment, delivery, or distribution of alcohol, or any drug or drug-related paraphernalia at any time on District property, within the Drug-Free School Zone (which extends 1000' from the boundary of any school property), or at any District-related event.

Students may seek an assistance program for intervention, referral, treatment, and after care through their counselors, administrators, or alternative education staff members. A drug abuse prevention guide is available on the District's website under Legal Annual Notices.

Possession/Use of Controlled Substances or Alcohol

In order to maintain a safe environment, the following are strictly prohibited: Handling, possessing, using, soliciting, or being under any degree of influence (legal intoxication not required) of any drug, alcohol, cannabinoid narcotic, marijuana, CBD products, hallucinogen or synthetic hallucinogen, stimulant, depressant or other controlled substance or counterfeit substances or controlled substance analogue whether or not intended for human consumption (not medically prescribed for the individual and administered according to the school's medication policy). This includes non-prescription, over-the-counter medication, performance enhancing substances, synthetic cannabinoids, and synthetic hallucinogens regardless of the form of said substances, regardless of whether such substances have been declared illegal under State or Federal statute. The District reserves the right to refer any substance to police agencies for testing.

Consequences:

Any student, who possesses or uses or participates in an action intending to possess or use, acquire, or distribute any substance as defined above, will be subject to progressive discipline up to and including suspension, expulsion from school and/or police referral.

Selling/Distribution of Prohibited Substances

- Sale or distribution of any substance, including alcohol, drugs, or medication, including but not limited to those listed in "Possession/Use of Controlled Substances or Alcohol," with or without the exchange of money, property, or anything else of value.
- Manufacturing, selling, delivering, or transmitting of any drugs, narcotic drugs, or counterfeit substances.

Discipline up to and including recommendation for expulsion and possible police referral.

Possession/Use/Distribution of Over-the Counter Medications

In accordance with Board Policy 5330, students may not possess any medication unless Form 5330F2 has been completed and approved and is on file in the office. Distribution of over-the-counter medications is strictly prohibited. The quantity of medication possessed will impact the consequences imposed.

Consequence:

Discipline up to and including recommendation for expulsion and possible police referral.

Possessing Drug Paraphernalia

Possessing drug paraphernalia including, but not limited to any item manufactured or fashioned for the purpose of using the substances defined above.

Consequence:

Discipline up to and including recommendation for expulsion and possible police referral.

DISPLAY OF AFFECTION

Public displays of affection and/or physical contact are not considered acceptable behavior.

DISRUPTIVE BEHAVIOR

Disruptive behavior is defined as any behavior that has a negative impact on the educational environment or interferes with the rights of other individuals within the school. This includes interference with any school function, including, but not limited to, disturbances of classes, inciting or encouraging a fight, repeated and willful breaking of established rules, or any other infringements upon the rights of others, whether it be fellow students, teachers, school employees, or administrators.

Consequence:

Ranging from a conference to out-of-school suspension.

Note: Students whose conduct results in being excluded from school during the week of final exams will be permitted to schedule a time to make up exams to be administered after the examination schedule has been concluded.

DRESS CODE

Research indicates that students learn most effectively in a school environment which is safe and orderly and free from excessive distractions. Dress and grooming which distracts from or disrupts the educational process is prohibited. Standards of dress and grooming at Plymouth-Canton Community Schools will be based on appropriateness, common sense and good judgment. The purpose of the following dress code is to keep the focus of the classroom on learning.

Standards of Dress for All Students:

- Garments may not expose underclothing.
- Back, midriff, buttocks and cleavage must be covered. No bare midriffs.
- No clothing with sexual content or inferences, drug, alcohol, or tobacco references.
- Clothing with references to or that advocates the use of illegal substances or activities, that advocates violence or that contains offensive language/material or inferences is strictly prohibited.
- No dark tinted glasses or sunglasses indoors except for prescription transition lenses.
- Clothing which contains messages that are defamatory or discriminating toward another group or individual is prohibited.

- Students may not wear items considered potentially dangerous. This includes but is not limited to, chains of any kind, pointed rings or pendants, metal spikes.
- Clothing or jewelry promoting or indicating any kind of gang symbols, or gang activity etc.
- Students may not wear hoods up over their heads while inside the school buildings.
- Elementary students must wear closed toe shoes during gym and/or if they are playing on the playground. If a student wears open toe shoes to school, they must change shoes for gym or recess activities.
- Teachers retain the right to ask students to remove head wear during class time. (See Board Policy 8800 for exceptions) Additionally, administrators may prohibit the wearing of hats.
- The administration reserves the right to prohibit clothing not specifically listed above that creates a material disruption of the learning process.

Consequences: High School and Middle School

Students will be provided with the following options if their attire for school is inappropriate:

- Students will be permitted to wear clothing provided by the office; or
- Parents may bring a change of clothing for the student.

Penalties for inappropriate dress will range from a verbal warning up to suspension from school for repeated offenses. Please be advised that a student's refusal to comply may result in additional discipline.

Consequences: Elementary School

Students will be provided with the following options if their attire for school is inappropriate:

- Students will be permitted to wear clothing provided by the office; or
- Parents may bring a change of clothing for the student.

DRIVING AND PARKING REGULATIONS: STUDENTS / PARENTS

Based on availability, parking on campus at P-CEP is limited to students who are juniors and seniors. Eligible students who wish to drive to school and park on campus must submit a completed driving and parking application, along with a valid driver's license, vehicle registration, proof of insurance and student ID. The student and his/her parents/guardian must sign the student's driving and parking

application. Unauthorized parking on campus may result in the vehicle being towed, without notice, at the owner's expense.

Please be advised that parking privileges may be suspended with any combination of 7 tardies or unexcused absences and may be revoked at any combination of 10 tardies or unexcused absences. Any parking violations (as referenced in the driving and parking application) may result in, but are not limited to:

- Saturday detention
- Warning up to suspension and revocation of parking privileges
- Police involvement
- Possession of forged/altered parking permits will result in discipline up to suspension from school and revocation of parking privileges

Please be advised that dangerous driving and/or driving in a manner that puts others at risk may result in additional discipline up to and including recommendation for expulsion from school.

Parents and/or other adults are required to follow the directions of school officials when picking up or dropping off students. Inappropriate language and/or behavior will not be tolerated. Violations may result in contact with law enforcement as well as being precluded from dropping off or picking up students on school property in the future.

EXPLOSIVES (POSSESSION, DISTRIBUTION OR USE OF)

For the purpose of this section, explosives include but are not limited to any flammable or combustible material and/or device that can be ignited by flame, heat, electricity, gas and/or compression whether or not such discharge or ignition produces flames, noise, projectiles, smoke or fumes.

Consequence:

Discipline up to recommendation for expulsion and possible police referral.

EXTORTION

Use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

Consequence:

Disciplinary action up to and including recommendation for expulsion and police referral.

FIGHTING/PHYSICAL VIOLENCE

Fighting or other physically aggressive or violent behavior with any other student, staff member or school visitor on school property, at bus stops, before and/ or after school, or at school sponsored functions is prohibited. If a student is having difficulties with another student, that student should share their information with a staff member.

Consequence:

Discipline up to and including recommendation for expulsion and police referral.

CONDUCT DURING FIRE, LOCKDOWN AND TORNADO DRILLS

Fire, lockdown and tornado drills are held at regular intervals throughout the school year. The purpose of these drills is to acquaint students with standard procedures in case of an emergency. It is important to become familiar with the rules and proper exits from each building. Each room has a poster giving instructions for that area. Teachers in each classroom will review safety instructions with students. Students are expected to take these drills seriously and evacuate to a designated safe area in a quick and orderly manner. Students are not permitted to use cell phones during these drills and all communications with parents or other individuals must go through the office unless the student has obtained permission from the building administrator.

Any tampering with fireboxes, automated external defibrillators, or fire extinguishers could endanger a life and students may be held liable for any damage as a result. Tampering with fireboxes or fire extinguishers and/or falsely activating a fire alarm will result in school discipline and may result in a referral to law enforcement. This is also a violation of State Law 750.240 and could result in prosecution.

FORGERY/COUNTERFEIT (INCLUDING UNAUTHORIZED USE OF SCHOOL PASSES)

Intentionally misrepresenting information given to school district personnel. This includes, but is not limited to, forgery and falsifying of hall passes or attendance excuses, counterfeiting of documents or money, and falsifying school records.

Consequence:

Discipline up to and including recommendation for expulsion and police referral.

GAMBLING

Gambling or playing games of chance for money or valuables is prohibited.

Consequence:

Discipline up to and including suspension from school.

GANG BEHAVIOR/AFFILIATION

Participation in known gang activities or displaying gang symbols or affiliation is prohibited. The administration will address any student behavior appearing to represent gang affiliation or behavior as defined by the Michigan State Police or local law enforcement agencies. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a “secret society” is prohibited.

Consequence:

Disciplinary action up to and including recommendation for expulsion and police referral.

HALL PASSES (HIGH SCHOOL/MIDDLE SCHOOL)

Students are not permitted in the halls during class time unless a teacher accompanies them or they have an official hall pass or permission from an authorized staff member. This policy is designed to eliminate disruption to classes that are in session. Physical Education students must remain in the gym area until the dismissal tone. Students without a pass will be considered loitering and will be referred to their building principal.

HARASSMENT/DISCRIMINATION

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational performance or physical or emotional well-being. This includes harassment based on any legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, disability, sexual identity or sexual preference. This policy, however, is not limited to harassment based on these protected categories and includes any harassment that would negatively impact students, including stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors. Harassment may also be in violation of Federal and State Law. If a student believes they are being harassed, or has witnessed such activities, they should contact their teacher, counselor or building administrator immediately. Complaints will be kept confidential to the extent possible given the need to investigate the allegations. Students will not be disciplined for making a good faith complaint.

Complaints of sexual harassment are investigated and resolved pursuant to Board of Education Policy 5517.

The following are expectations for all students regarding complaints of harassment.

- STEP ONE: If you witness behavior that is disrespectful, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. **Inform an adult in school and your parents each time an incident occurs.**
- STEP TWO: If the behavior doesn't stop, contact an administrator as soon as possible to initiate a complaint.
- STEP THREE: If the behavior continues, keep your parents and school staff members informed.

Consequence:

If it is determined after an investigation that a student has engaged in harassment, they will be subject to disciplinary consequences up to and including recommendation for expulsion.

HAZING

Hazing includes any intentional or reckless act meaning to induce physical pain, embarrassment, humiliation, or physical or mental discomfort that is directed against another student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team.

Consequence:

Discipline up to and including suspension and/or recommendation for expulsion from school. Acts of hazing may also result in referral to appropriate police agencies.

INAPPROPRIATE, UNAUTHORIZED OR MISUSE OF MATERIALS OR TECHNOLOGY

Items brought to school to cause disruption or damage, or that result in disruption or damage, will be forfeited and student will be disciplined.

INAPPROPRIATE BEHAVIOR

Any solicited, unsolicited, or unwelcome comment or conduct that may intimidate, disparage, demean, humiliate, or demonstrate aggression toward another person or could reasonably be perceived as disruptive, damaging, disrespectful, offensive, unsafe, or negatively impact the educational environment.

Consequence:

Ranging from administrative conference to out-of-school suspension.

INSUBORDINATION

School staff acts “in loco parentis”, meaning the law allows them to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable directive by a staff member, the student is expected to comply.

Consequence:

Ranging from administrative conference to out-of-school suspension.

INTERFERENCE WITH SCHOOL AUTHORITIES

Willful or intentional attempts to undermine or interfere with school personnel fulfilling their duties.

Consequence:

Ranging from administrative conference to out-of-school suspension.

LOITERING OR BLOCKING HALLWAY PASSAGE

Students may not loiter in building hallways, entrance ways, locker rooms, restrooms or in parking lots. Students are expected to use passing times to travel to their next assigned areas.

Consequence:

Ranging from conference to an out of school suspension.

MEDIA CENTER USE (HIGH SCHOOL/MIDDLE SCHOOL)

The Media Center is available for student use during the school day. Students may enter the Media Center during class time with a pass from a teacher or the Media Specialists’ permission. The Media Center is traditionally a place for quiet, individual study and research. Students are expected to follow Media Center rules and regulations. Failure to abide by Media Center rules may result in loss of your Media Center privileges or other discipline.

PERSISTENT DISOBEDIENCE

Repeated violation of any combination of school rules will result in suspension up to recommendation for expulsion.

PROFANITY/VULGAR LANGUAGE

Profane, obscene or abusive language should not be used. This includes the use of obscene gestures, signs, pictures, publications or electronic messages.

Consequence:

Ranging from administrative conference to out-of-school suspension.

RECESS (MIDDLE SCHOOL/ELEMENTARY SCHOOL)

See district website for complete District Guidelines regarding recess. Conditions considered when cancelling or modifying recess time include the following: temperature (middle school students: minimum 10 degrees wind-chill. Elementary students, minimum 15 degrees for full recess; 10-15 degrees-modified recess; below 10 degrees, must be indoors), humidity, age, length of time outdoors, condition of the playground and adequacy of children's clothing.

Students often elect to play a variety of sports during school recess. The following sports or sporting activities are appropriate for the school recess setting: touch football, basketball, kickball, catch with tennis balls, soccer, and wall ball. All sports activities are subject to suspension if deemed necessary by the building administrator. Students who want to bring sports equipment from home for use at school must have permission from the principal. If permission is granted the sports equipment items must be in a backpack or bag to keep such equipment contained during transport and/or line up times. Sports activities that require large equipment such as hockey, lacrosse and baseball bats are not appropriate for the school recess setting.

Many accidents and altercations are preventable. The following rules should be observed during recess:

- No one may enter the building during recess without permission from a supervisor or administrator.
- Stay on the playground at all times. If a piece of equipment goes off the playground, an adult must retrieve it.
- Fighting/play fighting, physical or verbal bullying will not be tolerated.
- Snowballs may only be thrown at targets provided on the playground, never at people.
- Roughhousing, wrestling, tackling, tripping, or holding on to other students is not permitted.
- Stay in your own assigned areas on the playground.
- Use equipment in a safe manner.
- Games using school balls and equipment must include all classmates.

- Dress properly for the weather.
- Treat others with respect and in a manner in which you would like to be treated.

SEXTING

“Sexting” is the act of electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images and/or videos. “Sexting” is not only an inappropriate and forbidden behavior; it also violates many state and local laws.

Students and their parents need to be aware of the possible criminal consequences and penalties for possessing, producing, and disseminating pornographic and/or sexually explicit material. Violations may carry felony charges and label the youth as a sex offender. Parents and students should understand that once a picture of a video is on the internet, it may be copied hundreds if not thousands of times.

Consequence:

Discipline up to and including recommendation for expulsion and referral to law enforcement and/or other agencies.

All students who engage in sexting will be referred to law enforcement and/or other appropriate agencies.

SKIPPING CLASS

Students are expected to attend all assigned classes daily.

Consequence:

Discipline up to and including out-of-school suspension and truancy referral to local or county authorities,

TAMPERING

The intentional act of altering, destroying or accessing any school documents including but not limited to: teacher’s grade/assignment books, attendance, discipline, academic transcripts, district network and any other school related documents, whether stored electronically or in “hard” copy form.

Consequence:

Discipline up to and including recommendation for expulsion, police referral and possible restitution for recovery/restoration of documents.

THEFT

Deliberately taking or being in possession of another's property or intending or attempting to dishonestly acquire the property of others.

Consequence: Ranging from administrative conference up to and including recommendation for expulsion plus possible restitution and/or police referral.

TOBACCO USE OR POSSESSION / E-CIGARETTES / VAPORIZERS

Possession and/or use of any smoking product or device including electronic cigarettes/vaporizers or products associated with them is prohibited on school grounds, school property, school busses or vehicles on school grounds whether or not the product is intended to be used for tobacco or tobacco-like substances. This includes but is not limited to tobacco, e-cigarettes, and/or smoking liquids and other synthetic cannabinoids and/or synthetic hallucinogens. The District reserves the right to refer any substance to police agencies for testing.

Consequence:

Discipline up to and including out-of-school suspension and confiscation of the device which will be returned to the student's parent at the end of the school day upon parent request, as well as potential police referral, and smoking diversion sessions. Additional offenses will result in progressive disciplinary action. Synthetic substances that produce hallucinogenic or other altering effects will be addressed pursuant to the policy on drugs.

TRAFFIC ENFORCEMENT

Police are authorized to enforce traffic and parking laws on all Plymouth-Canton Community School property located within the district. This includes the 15-mph speed limit at the high school campus.

TRESPASSING

A trespasser is a person who has no legitimate business on school property and/or who has not complied with the rules pertaining to visitors. Visitors who do not comply with sign in requirements may be deemed trespassers with appropriate action taken including potential police notification. Students who are suspended or expelled from school or who no longer attend school may be considered trespassers if they are on campus without permission.

VANDALISM: DESTRUCTION/ DEFACEMENT OF SCHOOL / PRIVATE PROPERTY

Willfully destroying and/or defacing any school property or property not belonging to the student.

Consequence:

Discipline up to and including recommendation for expulsion. Graffiti motivated by hate or that is gang related may result in more severe discipline. Additionally, referral may be made to the appropriate police agency for full restitution.

WEAPONS: DANGEROUS WEAPONS

Possession of a dangerous weapon on school property will result in permanent expulsion in compliance with state law (MCL 380.1311 and 380.1313). A dangerous weapon is defined in the statute as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar or metallic knuckles”. Firearm is defined as any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive; the frame or a receiver of any such weapon; any firearm muffler or firearm silencer; or any dangerous destructive device.

Students who are in possession of a weapon not included in the above definition are still subject to discipline up to and including a recommendation for expulsion from P-CCS. This includes guns of any type, including air and gas-powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition and explosives or any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage as well as endangering the health and safety of persons. Please be advised that look-alike weapons will be treated as actual weapons.

“Weapon-free school zone” means school property and/or a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school, and/or on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

WEAPONS: DANGEROUS INSTRUMENTS

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is

primarily used for self-protection. Dangerous instruments include but are not limited to: chemical mace, pepper gas or like substances; stun guns; BB guns, pellet guns; razors; or box cutters.

Consequence:

Discipline up to and including recommendation for expulsion and possible police referral.

WEAPONS: FACSIMILE / LOOK ALIKE

It shall be a violation of this policy for a person to carry/possess, store, make, deliver, transport or use a facsimile or “look alike” firearm or other weapon in any district setting with or without the intent to scare, terrify, alarm, threaten, or intimidate any other person.

WEAPONS: FAILURE TO REPORT / DANGEROUS WEAPON

Students are required to report knowledge of weapons and threats of violence by students to an administrator, security staff, or school resource officer. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school. To anonymously report specific threats of school violence, weapons, or other suspicious or criminal conduct call the P-CCS Anonymous Tip Line: (734) 416-2920, the Michigan State Police Hotline: 1-800-815-TIPS or OK 2 SAY (855)565-2729 www.ok2say.com

WEAPONS: USE OF LEGITIMATE TOOLS AS WEAPONS

A student may not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

Consequence:

Discipline up to and including recommendation for expulsion.

Zoom Expectations - Virtual Academy (K-12)

Microphone must be muted unless the student is speaking to the class or in a group.

A student’s video must be turned on (and show the student’s face) when:

- Requested by the teacher
- During attendance
- During testing

Background:

Use the blur background or no filter.

Display Name:

Student's first and last name.

Profile Picture:

- Individual picture of student or student's first and last name
- No other pictures/graphics may be used as the student's profile picture

Chat:

- Use appropriate language
- Used for educational purposes
- Students have no reasonable expectation of privacy in statements made in Zoom chats.
- Any statements made in chat are subject to the Student Code of Conduct

Student Engagement/Participation:

- Students are expected to be present and participate during synchronous Zoom instruction, which includes responding to requests for verbal or visual responses from the teacher.
- Failure to respond and participate may impact a student's grade in the virtual course.
- In addition, non-responsive students may be removed from the Zoom classroom and marked absent for failing to participate.

Synchronous Instruction

- Students must stay in the Zoom session until dismissed by the teacher. Leaving early may result in an absence.
- Students who are not enrolled in the class may not be on screen during class time.
- Each student in the class should participate from his or her own device (with only one student per video screen).

Chat and Zoom sessions may be recorded by authorized school personnel only.

MANDATORY DISCIPLINE UNDER THE MICHIGAN SCHOOL CODE

The Michigan Legislature has deemed certain offenses as being so egregious that schools are mandated to impose specific discipline as a result. These offenses include the following: possession of a dangerous weapon; physical assault of another student; gross misdemeanor; persistent disobedience; committing criminal sexual conduct on school grounds; arson in a school building or on school grounds; and assault of a school employee, volunteer, or contractor.

However, before suspending or expelling a student for any of the offenses listed below (other than possession of a firearm, which is treated differently), the Board, Superintendent, or other designee must consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student; and
- Whether a lesser intervention would properly address the violation or behavior committed by the student. [MCL 380.1310d(1), as added by Public Act 360 of 2016.]

POSSESSION OF A DANGEROUS WEAPON NOT A FIREARM

Prior to suspending or expelling a student for possession of a dangerous weapon which is not a firearm the factors listed above will be considered. There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of the factors in making its determination.

If a Board or its designee determines that a suspension or expulsion is still justified after considering the factors referenced above, it is not required to expel a student if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

There is a rebuttable presumption that expulsion is not justified if:

- The student has no history of suspension or expulsion; **AND**

- The Board or its designee determines in writing that at least one of the above four factors has been established in a clear and convincing manner.

If after considering the above factors the Board or its designee determines that expulsion is appropriate, the following applies:

Grade 6 and above: The student may apply for reinstatement after the expiration of 150 school days after the date of expulsion but may not be reinstated before the expiration of 180 school days after the date of expulsion.

Grade 5 and below: A student who was in grade 5 or below at the time of the expulsion and who has been expelled for threatening another person with a dangerous weapon may apply for reinstatement after 60 school days after the date of expulsion but shall not be reinstated before the expiration of 90 school days after the date of expulsion.

CRIMINAL SEXUAL CONDUCT, ARSON

If a student commits criminal sexual conduct in a school building or on school grounds or commits arson in a school building or on school grounds, the student shall be expelled from the school district permanently.

However, before suspending or expelling a student, the Board, Superintendent, or other designee must consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student; and
- Whether a lesser intervention would properly address the violation or behavior committed by the student. [MCL 380.1310d(1), as added by Public Act 360 of 2016.]

There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of the factors in making its determination.

If the Board or its designee determines that expulsion is appropriate after considering the above factors, the student may apply for reinstatement after the expiration of 150 school days after the date

of expulsion but may not be reinstated before the expiration of 180 school days after the date of expulsion.

A student who was in grade 5 or below at the time of the expulsion and who has been expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10 school days after the date of the expulsion.

PHYSICAL ASSAULT AGAINST A STAFF MEMBER (MCL.1311a)

Grade 6 and above

If a pupil enrolled in grade 6 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board and the physical assault is reported to the school board, superintendent or building principal by the victim, or reported by another person if the victim is unable to report the assault, the student shall be expelled permanently from the school district.

However, before suspending or expelling a student, the Board, Superintendent, or other designee must consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student; and
- Whether a lesser intervention would properly address the violation or behavior committed by the student. [MCL 380.1310d(1), as added by Public Act 360 of 2016.]

There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of the factors in making its determination.

If the Board or its designee determines that expulsion is appropriate after considering the above factors, the student may apply for reinstatement after the expiration of 150 school days after the date of expulsion but may not be reinstated before the expiration of 180 school days after the date of expulsion.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

PHYSICAL ASSAULT AGAINST ANOTHER STUDENT (MCL 380.1310)

Grade 6 and above

If a student enrolled in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the school board, superintendent or building principal, then the student shall be suspended or expelled from the school district for up to 180 days.

However, before suspending or expelling a student, the Board, Superintendent, or other designee must consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student; and
- Whether a lesser intervention would properly address the violation or behavior committed by the student. [MCL 380.1310d(1), as added by Public Act 360 of 2016.]

There is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of the factors in making its determination.

POSSESSION OF A FIREARM

If a student possesses a firearm in a weapon free school zone, the Board or its designee is not required to expel a student if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.

- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities
- There is a rebuttable presumption that expulsion is not justified if:
- The student has no history of suspension or expulsion; **AND**
- The Board or its designee determines in writing that at least one of the above four factors has been established in a clear and convincing manner.

If after considering the above factors, a Board or its designee determines that expulsion is appropriate the following will apply:

Grade 6 and above: A student who was in grade 6 or above at the time of the expulsion may apply for reinstatement after the expiration of 150 school days after the date of expulsion but may not be reinstated before the expiration of 180 school days after the date of expulsion.

Grade 5 and below: A student who was in grade 5 or below at the time of the expulsion and who has been expelled for possessing a firearm may apply for reinstatement after 60 school days after the date of expulsion but shall not be reinstated before the expiration of 90 school days after the date of expulsion.

Please note that the list of factors that must be considered before imposing discipline as set forth at the beginning of this section on Mandatory Discipline Under the Michigan School Code, **does not** apply to possession of a firearm.

DEFINITIONS

Dangerous weapon is defined as: a firearm, dagger, dirk stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles.

Arson means a felony violation of chapter X of the Michigan penal code, MCL 750.71 to 750.80; Criminal sexual conduct means a violation of MCL 750.520b-750.520g; Firearm is defined in 18 USC 921.

