



Peck Community Schools
222 E. Lapeer St.
Peck, MI 48466

HOME OF THE PIRATES

Grades K-5
Student/Parent Handbook
2024-2025

Student/Parent Handbook

for

PECK ELEMENTARY SCHOOL

222 E. Lapeer Street

Peck, MI 48466

Welcome to Peck Elementary! Our Pirate staff and I are very excited to start this school year. We want everyone to live by our PIRATE Code of Conduct. We expect all students to show us that they are the following:

Proud

Inclusive

Respectful

Accountable

Trustworthy

Engaged

Safe

Our expectations for staff, students, and guests center around these ideals. We are happy to have you here living the Pirate life!

Sincerely,



Leann M. Kerr

Principal

kerrl@peckschools.net

810-378-5200

Peck Schools Superintendent,

Mr. Bill Kerr

kerrb@peckschools.net

Peck Jr/Sr High Principal,

Mrs. Ashley Markham

Markhama@peckschools.net

PECK BOARD OF EDUCATION

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Bill Kerr - Superintendent

Meetings are scheduled for the third Thursday of the month at 6:00 pm in the Media unless otherwise posted for
the remainder of 2024.

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FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2023. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2023 the language in the most current policy or administrative guideline prevails.

Important Disciplinary Note: Before suspending or expelling a pupil, the board, superintendent, school principal, or other designee, shall consider each of the following factors: 1) Age of the student; 2) Disciplinary history of the student; 3) Whether the student has a disability; 4) Seriousness of the violation or behavior; 5) Whether the violation threatened the safety of students or staff; 6) Whether restorative practices will be used to address the violation; and 7) Whether lesser intervention would properly address the violation.

MISSION OF THE SCHOOL

District Mission Statement: The education efforts and resources of Peck Community Schools are directed toward the development of all students and staff according to their abilities, capacities, and needs; the habits, ideals, attitudes, knowledge, and skills as will enable them to live usefully, successfully, and happily in a democratic society as a citizen of our community and the world.

District Vision Statement: The educational experience at Peck Community Schools will create knowledgeable, responsible, and productive adults who value education and the lifelong process of learning.

EQUAL EDUCATION OPPORTUNITY

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

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

Bill Kerr
Superintendent
(810) 378-5200

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

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. A Home-School Compact will be sent home or reviewed at Fall Parent Teacher Conferences to have on file.

SCHOOL DAY

The student school day is from 8:00 A.M. - 3:05 P.M. Students will be **welcome in the building starting at 7:50 am.**

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students must arrive at school on time, be prepared to learn, and to participate in the educational program.

STUDENT WELLBEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown, and tornado drills, as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. Students are part of these drills and drills do not need to be communicated home to parents as they are a legal requirement of the district.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. No student will be released from school without proper parental permission.

If students are vomiting, have diarrhea, or a fever, a call home will be made for pickup. Students need to be fever free for 24 hours without the aid of medication to return to school.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

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

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

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

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

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

CLASS ASSIGNMENTS

Student placement and classroom assignments will be shared with families as soon as possible annually. Staffing, student numbers and enrollment of new students all contribute to this process.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without an adult, and if the adult is not the guardian, parent/guardian written consent or a phone call is mandatory. No student will be released to a person other than a custodial parent(s) unless that person is noted on the student's Emergency Card and/or the office has received verbal or written verification of release from a parent or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the office about plans to transfer their child to another school. Transfer will be authorized only after the student's record release has been sent to us from the new school, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

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

School records cannot be released directly to parents/guardians/etc. If homeschool is being practiced, proper documentation must be filled out and filed in the office or the child will be marked absent and turned into truancy after 10 missed days. The homeschooling form is available in the office.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without completion of the homeschooling form available in the office.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization must be filed with the respective building office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the school office. ****STUDENTS MAY NOT CARRY ON THEIR OWN PERSON.**
- D. Medication that is brought to the office will be properly secured. Medication must be conveyed to school directly by the parent. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Not complying with this policy will result in disciplinary measures as seen in the discipline section

Asthma Inhalers and Epi-pens

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

Non-Prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student without a completed School Request to Administer Medication Form.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Live head lice or nits, bed bugs, scabies, or other similar conditions will require a student to be sent home for proper treatment. Upon a check by school staff, accompanied by the student's parent or guardian, re-entry will be determined. Daily checks will occur for 14 days to ensure that the issue is resolved.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Dean of Students, Paula Davidson at (810) 378-5200 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact Peck Community Schools at (810)378-5200 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

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

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board.

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. Parents and adult students have the right to amend a student record

when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

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

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

STUDENT FEES, FINES, AND SUPPLIES

Peck Community Schools charge specific fees for some activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students will be fined for property damage if school property is ruined due to their behavior.

STUDENT FUND-RAISING

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

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

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The 2023-2024 School year will allow us to provide free breakfast and lunch to all students. Please contact the Food Service Director, Billie Duvall, at (810) 378-5200 with questions concerning food services.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire, tornado, and lock down drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers. Parent contact is not made when these drills occur.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following:

1. Local television and radio, School Messenger, and school social media outlets.
2. Families and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS/VOLUNTEERS

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

District Volunteer Forms must be submitted to the corresponding office prior to participation in school programs or in classrooms.

Students may not bring student guests/visitors.

STUDENT SALES AND TRADES

No student is permitted to sell or trade any item or service in school. Violation of this may lead to disciplinary action.

USE OF ELECTRONIC DEVICES

Peck Elementary is an OUTSIDE TECHNOLOGY FREE SCHOOL. Students are not permitted to have cell phones, tablets, gaming devices, or any other item deemed "electronic" in their lockers or classrooms. If necessary for after school, devices may be turned into the elementary office for safekeeping and picked up at the end of the school day. If found, devices will be confiscated and may be picked up by a parent or guardian.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are permitted to use the student phone in the school office when they need to communicate to a parent/guardian.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal.

SECTION II - ACADEMICS

FIELD TRIPS

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

GRADES

Peck Community Schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform his or her students at the beginning of each course. The following grading scale is for Grades 3-5 and can be found on Skyward.

The following grading scale is used by all staff members:

Percent	Grade	GPA
93-100	A	4.0
90-92	A-	3.666
87-89	B+	3.333
83-86	B	3.0
80-82	B-	2.666
77-79	C+	2.333
73-76	C	2.0
70-72	C-	1.666
67-69	D+	1.333
63-66	D	1.0
60-62	D-	.666
59-0	E	0.0
Incomplete	I	

For **Grades PK-2**, and early elementary report card will be issued that shows what standards are being assessed and communicates whether a students Meets, Exceeds, Needs Help, or Does Not Meet the standard or expectation.

Grading Periods

Student's report cards will be available in Skyward at the end of each marking period, indicating their grades for each course of study for that portion of the academic term. A report card will be mailed to each student's residence of record at the end of each semester.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement (emphasis placed on math, ELA, science and social studies)
2. potential for success at the next level as determined by the teaching staff and administrative team
3. age appropriate social and emotional skills are displayed
4. missing a significant portion of the school year and necessary concepts of current grade level may result in suggestion of retention.

Kindergarten Waiver

1. Students must be 5 years of age by September 1 of the school year to enroll in kindergarten.
2. A waiver process is available if child will be 5 years of age by December 1 of the current school year
3. Building administrator will determine whether or not a waiver will be approved and may request academic testing. Contact will be made with the decision to families.

ONLINE/BLENDED LEARNING PROGRAM

Peck Elementary is an in-person only educational program.

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll(s)

The Honor Roll is published after every semester. To be eligible, a student must earn all A's and B's in grades 3-5.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network, devices, and the internet, s/he and/or his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's Google account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities if actions are illegal or danger occurs. Copies of the School District's *Acceptable Use Agreement (for Online Electronic Resource Usage)* and the requisite student and parent agreement will be distributed at the onset of each school year.

STUDENT ASSESSMENT

All grade levels PK-5 will participate in local academic and emotional assessments such as (but not limited to) Brigance, DIBELS, STAR, Math, Reading, and other benchmarking. These assessments are mandatory and determine achievement, placement, and services.

State testing in the elementary:

M-STEP: Grades 3-5- Math and ELA

Grade 5- Social Studies and Science

**Students who have an IEP that determines they take an alternative assignment or different version of the M-STEP will be granted this opportunity.

If you do not want your child to take these examinations, please contact the building principal.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Peck Community Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, etc. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements for grades and attendance.

Peck Elementary students will have the opportunity to participate in extracurricular events and athletics and we encourage them to do so. However, their behavior, attendance, and performance at school and in the classroom will be taken into account. Students need to be present at school to participate in after school events and activities. Coaches, sponsors, teachers, and staff will have open lines of communication. **Students may not be allowed to participate in a game or contest based on failing grades or discipline**

The student must be in school for 50% of his/her instruction classes on the day of a game/contest/practice as a rule. If there is an exception to the rule the parent must pre-arrange or notify the Principal or coach by 10:00 a.m. on the day of activity. Also, if an athlete is absent from school and parents fail to pre-arrange or notify the school by 10:00 a.m., they will not be allowed to practice or play in the event that day. Also, an unexcused absence on Friday prior to a weekend activity would make the student ineligible that weekend.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. Permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular school attendance is extremely important to receive the full benefit of a student's educational opportunities. Attendance on a job is crucial to success, and we are preparing students for the world of work.

The State of Michigan requires all children who were age eleven on or after December 1, 2009, to attend school from **6 until 18 years old**. Those who do not follow this law are subject to a petition of truancy being filed with the Sanilac Probate Court.

There are three types of absences: Documented Excused, Excused, and Unexcused. Absences that are determined to be "Documented Excused" do not count toward the allotted ten absences allowed according to school policy; however, fewer than ten may result in a truancy referral.

Students are allowed 10 absences (Excused, or Unexcused) per semester. Over 10 Absences (any combined) per semester = the student must pass the final exam and the class in order to receive credit (high school only).

If a student is absent, the office must receive a call that day to have him or her "Excused" or bring in documentation (ie doctor's note, court paperwork, etc.) within 48 hours to make him or her "Documented Excused." The building administration will determine whether an absence is Documented Excused, Excused, or Unexcused. A parent's note or phone call does not automatically excuse an absence. Absences may be "Documented Excused" or "Excused" in the case of personal illness, serious illness, or death in the immediate family, authorized religious obligations, or other absences approved in advance by the building administration. Other absences will be considered unexcused.

The following are NOT applied to a student's attendance record: school trips/functions, athletic events, college visits, and guidance appointments. Vacations count against the 10 absence limit. They should be pre-excused by picking up the proper form in the office and returning it to the office before the trip. At the end of the semester, any student who has 10 absences or more in any class will not be assigned credit until verification of exam and class grade scores

Tardy Policy:

Any child who comes in 1-29 minutes late to school or picked up 1-29 minutes early will be counted as tardy for either am or pm attendance. 30 minutes or more missed from the morning or afternoon will count as a half day absence. An adult must accompany the child to sign them in or out at the elementary office.

Make Up Work:

Students are allowed to make up work for excused absences, school -related activities, and guidance appointments. The student is responsible for requesting, getting the assignments, and turning them in upon return (one day per each excused day absent).

Suspended students should have provided work done immediately upon return..

STUDENT CODE OF CONDUCT

Behavior

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

Expected Behaviors

Each student shall be expected to abide by national, state, and local laws, as well as the rules of the school; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive

in class; work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; act at all times in a manner that reflects pride in self, family, and in the school.

For elementary school aged students especially, this will be enforced by the pillars of citizenship practiced in our school: respect, responsibility, safety, attitude, integrity, self-control, school pride, honesty, and perseverance. These concepts will be taught, enforced, and expected. All incidences of discipline will be tied to a violation of one of these expectations using our PBIS system.

If a student becomes disruptive, dysregulated, or inconsolable for a short-lived amount of time, parents will be notified as a rule. However, if the behavior lasts over 30 minutes, the student's guardian will be contacted and the child will need to be picked up from school for the day.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process, presents a safety risk, or is not appropriate in the opinion of the administration will not be permitted.

Elementary aged clothing should be appropriate for play and learning and is the PARENTS' responsibility, this includes undergarments, socks, shoes, tops, bottoms, coats, hats, gloves, boots and snow pants. No bare midriffs, pajamas, or dress up clothes unless spirit days or special occasions are occurring in the school building. Shoes or boots should be suitable for the stone on the playground, and outerwear needs to be seasonally appropriate. If students do not have the appropriate clothing or footwear for the weather they will have to stay on the blacktop. Students' parents will be notified if there is an issue. If parents fail to provide these basic items for their children consistently, a meeting will be held and a report will be filed. **Note: if your family needs assistance in getting these items, please contact the elementary office.

Care of Property

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

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

STUDENT DISCIPLINE CODE

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

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

MINOR Behaviors and EXAMPLE consequences

First offense or isolated event of the following (other unlisted items may fall in this category: refusal to work, noisemaking, isolated defiance/disrespect, unpreparedness, lying, cheating, inappropriate language, misusing

playground equipment, throwing stones, bullying behavior, harassment, misuse of technology, pushing, shoving, roughhousing, or other unnamed offenses. In most circumstances, these offenses will be handled by the teacher or staff member and may include one or more of the following: student conversation or conference, restorative task (make it right), seating change, parent phone call, sensory break, restitution, loss of privileges like special, recess, or other activity, referral to the behavior specialist for reteaching or lessons, lunch detention, or other appropriate consequence. These are documented on a “yellow sheet” for data collection purposes.

MAJOR Behaviors and EXAMPLE consequences

Major Behaviors are considered but not limited to the following: repeated offenses listed above as minor with no resolve, threats of harm, abusive language or behavior, physical fighting, property damage, possession of a weapon or object that is or can be used as a weapon, truancy, theft, major disruption of the classroom such as flipping tables, using furniture inappropriately. In the majority of these cases, administration will handle the offense in question and they may result in loss of privileges, time in office or with behavior specialist, reteaching of concept or skill, removal from the classroom for all or part of the day (in school suspension), removal from the school by guardian (out of school suspension), or possibly reverse suspension, where a parent or guardian must accompany the student for an entire day of instruction before returning to school.

REPEATED Offenses/Consequences

3 or more infractions of a minor offense will be turned into administration for major consequence.

After the first major offense resulting in suspension, any subsequent suspensions will result in a parent meeting and a reverse suspension (parent accompanies child to school before readmission for at least a full day, depending on the case. Student and parent will work together in a separate room and parent will join child at recess). A behavior plan or discipline contract will likely be implemented depending on the risk and severity.

ZERO TOLERANCE Behaviors

The following behaviors will result in a minimum of an out of school suspension and could possibly result in permanent suspension based on administration and school board recommendation and in many cases, local authorities will be involved:

- Possession of a substance such as a vape, drugs, non or prescription medication or other items of the like
- Sharing of substances listed above or others that could be potentially harmful
- Possession of a weapon or using an object of different intent as a weapon
- Harming school staff intentionally-including spitting on/at
- Threats of harm to peers, staff, or school
- Any type of sexual misconduct
- Dysregulated, defiant, disruptive behavior that lasts for over 30 minutes.

***If a child is inconsolable for 30 minutes, parent will be called for pick up

STUDENT/PARENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he or she should feel free to offer them.

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

BUS TRANSPORTATION

The school district provides bus service as a privilege to its students. The rules for bus behavior are printed and posted inside each bus. Students may have their riding privilege suspended if they fail to follow the rules as posted.

School policy states that students may not ride a bus other than the bus that is assigned to them because of overcrowding. For more information on routes, or buses in general, call the Transportation Office at 378-5200.

It is the parents/guardians' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

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

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

Students must comply with the following basic safety rules:

1. Follow bus driver's directions.
2. Be at the bus stop five minutes before the bus is scheduled to arrive.
3. Stay off the roadway at all times while waiting for the bus.
4. Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
5. Be seated immediately upon entering the bus and occupy assigned seat.
6. Remain seated at all times while the bus is in motion.
7. Avoid loud, boisterous and profane language; indecent conduct; throwing of articles, and other improper conduct that could distract the driver.
8. Tobacco, alcohol or narcotics in any form are not permitted on the bus.
9. No fighting, pushing, shoving, or bullying.
10. No eating, drinking, or chewing gum on the bus.
11. Keep head, hands, and feet inside the bus.
12. Do not mutilate or deface the bus in any manner.
13. No weapons of any nature are allowed aboard the bus.
14. Keep the bus clean.
15. Be courteous and safety conscious.

****NOTE:** Student drop off and pick up at the high school is at Pioneer Hall. Please do not drop students off at the front or east side of the high school building.

VIDEO/AUDIO RECORDING ON SCHOOL BUSES

The Board of Education has installed recording systems on school buses to monitor student behavior. Actual recording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

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



Peck Elementary Parent/Guardian and Student Handbook Acknowledgement

Name of Student(s): _____

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. and it is available on the school website under MENU/Elementary School at https://docs.google.com/document/d/1ul6gRr7a3rd04wDi-BOk_xCHDjE0ESWU/edit

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent Signature

Date

Please select one of the following:

____ The electronic version of the handbook is fine.

____ Please send a printed copy of the handbook home with my student.