



**Peck Community Schools  
Grades K-12**

**Student/Parent Handbook**

**2023-2024**

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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, 2020. If any of the policies or administrative guidelines referenced herein are revised after September 1, 2020 the language in the most current policy or administrative guideline prevails.

## 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.

### **SCHOOL DAY**

The student school day is from 8:00 A.M. - 3:05 P.M.

### **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.

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.

### **Homebound Instruction**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction.

Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **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 similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The 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.

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without written or verbal request by the parent/guardian. 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 verification of release from a parent or guardian.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the Counseling Office about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, 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.

## **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 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 extra-curricular activities, and co-curricular activities.

The Parent/Legal Guardian and Student Signatures Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **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.
- 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.

### **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.

### **Nonprescribed (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. Head lice, 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 NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncausal 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.

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

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

## **INDIVIDUALS WITH DISABILITIES**

The American's 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 the Dean of Students, Paula Davidson 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](http://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](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **Armed Forces Recruiting**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

## **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.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

## **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 the 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 safekeeping 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**

Chartwells provides meal service for all Peck Community Schools. All students in the district are eligible for free breakfast. Student lunch at the Jr./Sr. high school is \$2.50, lunch at the elementary is \$2.30. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the main office. Account balances must be kept current with a positive balance to draw upon. Students who do not have sufficient funds will be allowed to charge up to \$22.50 (two weeks). If no payment has been received, the student will receive an alternative meal for lunch. The alternative meal will consist of a cheese sandwich, fruit, and a carton of milk. The student's account will be charged \$1.00 for the alternative meal. Please contact the Food Service Director, Billie Duvall, at (810) 378-5200 with questions concerning food services.

## **FIRE, LOCKDOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers.

## **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:

Local television and radio, School Messenger, and school social media outlets.

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**

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.

Students may not bring 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 high 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 dean of students/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. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The following grading scale is used by all staff members:

<b>Percent</b>	<b>Grade</b>	<b>GPA</b>
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	

### **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.

## **Exam Exemption Policy (Second Semester)**

The following policy is an incentive to encourage both proper attendance and good academic achievement by all students. In the second semester on a class-by-class basis should a student meet the following criteria they will be allowed to either choose not to take the final exam in that class (grade will then be determined by the average of the marking period grades) or take the exam and the teacher will only count the grade if it will improve the student's semester grade:

### **To qualify for the above incentive the student must:**

1. Have five or fewer absences prior to the test date. ALL absences from class, except for prearranged school-sponsored activities, will count toward these five days. NO EXCEPTIONS will be granted.
2. Students must have less than 6 tardies in the 4th marking period.
2. Have zero discipline points for the 4th marking period and semester.
3. Have a B- or higher grade for the 4th marking period and semester.
4. Have a parental signature on file noting approval to opt out of the semester exam.

## **PROMOTION, PLACEMENT, AND RETENTION**

### Elementary and Junior High School

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

### High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and passing the state mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

### **Credits Equate to Grade Level**

Credits equal the grade you are in. If a student does not have enough credits to continue with their grade level peers, they will be demoted to the grade they have credits to be in. Students who do not take the SAT as a Junior because they do not have credits to be considered a Junior will be required to take the SAT as a Senior.

Freshmen = 0-6 Sophomore = 7-12 Junior = 13-18 Senior = 19-above

## GRADUATION REQUIREMENTS

### Regular Diploma

Generally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic coursework, and earn the total number of minimum credits. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum.

Specific course requirements (Class of 2021 & beyond) are:

English [4] credits, Health [.5 ] credits, Phys. Ed. [.5 ] credits (This requirement may be met by completing one semester of Marching Band.) , Mathematics [4] credits, Science [3] credits, Social Studies [3] credits, Foreign Language/VPA [3] credits, BMA [.5] credits, Electives [3.5] credits - Total [22] credits

### Middle School Retention Policy

\*If a student's final grade is an E for two or more of his/her full-time classes (mathematics, science, English, social studies), he/she will be retained in the present junior high grade.

\*At the request of parents and with administrative approval a seventh or eighth-grade student may be promoted to his/her next grade, age, previous retention, and maturity will be considered criteria for promotion

## POSTSECONDARY ENROLLMENT OPTIONS

### DUAL ENROLLMENT

Any student in grades 9-12 may enroll in a postsecondary (dual) enrollment program providing he/she meets the requirements established by law and by the District. Any interested student should contact the Counseling Office to obtain the necessary information.

The Board of Education recognizes the value in allowing students to participate in programs offered by accredited colleges, universities and post-secondary institutions in Michigan. Dual enrollment is available to eligible 9<sup>th</sup> - 12<sup>th</sup> grade students who meet the following qualifying score requirements on the last test taken by the student:

<b>PSAT</b> Critical Reading	430	<b>ACT</b> English 18, Math 22, Science 24, Reading 21
Mathematics	480	
<b>SAT</b> Critical Reading	500	
Mathematics	500	

**Please note that qualifying scores are subject to change as information becomes available.**

-In addition to the qualifying score requirement, students interested in Dual Enrollment must be enrolled as a full-time high school student in order to be eligible for dual enrollment reimbursement. The course/class must be an academic or vocational class not offered by the district and cannot be a hobby, craft, recreational, physical education, theology, or religious education course. Only courses with 3-5 college credits can be taken as dual enrollment.

-Peck Community Schools will pay tuition costs up to the state allowed cap for post-secondary classes that meet the criteria above. Participating students will be responsible for travel and textbook costs and other applicable costs associated with the class. Dual enrolled students who are receiving district financial support are required to take enough classes to fill their schedule at the high school for full time equivalency status.

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- Students who do not earn a passing grade (E) will then be responsible for paying for the class.
- Students interested in dual enrollment can obtain additional information from their high school counselor.
- Students who fail a dual enrollment course will not be allowed to take another dual enrollment course for any other class.

**-The school will not pay for college classes taken during summer semesters.**

## **ONLINE/BLENDED LEARNING PROGRAM**

### **VIRTUAL/ONLINE COURSES (High School Students Only)**

Students may take up to two classes online per semester. Approved vendors must be used first.

Below are some requirements and specifications regarding virtual courses:

- Every high school student is able to enroll in a virtual class as long as they are on track academically and the course meets academic requirements (must have parent permission).

- Any student who fails a virtual course (below a 60%) may not be permitted to take another.

#### **Supervision**

- All students must remain on campus during virtual classes. The locations of all virtual students will be determined by the dean of students. This location must remain the same for the duration of the semester unless a change is approved by the office.

- Every three weeks during the semester, virtual grades and progress will be checked and students significantly behind in progress or below a 60% will be required to report to a supervised classroom on campus during their scheduled virtual hour. Students will then be monitored to ensure adequate time and effort are applied to the course work. These students will stay in the classroom until the next checkpoint.

- Any student who is assigned to the supervised virtual classroom will have all traditional attendance requirements applied.

- At the following three-week checkpoint, students who have raised their grades above the 70% requirement will be allowed to leave the supervised virtual classroom and return to their original study location.

- Students may enroll in a virtual class if there is **NOT** a face-to-face class taught by a teacher at Peck Community Schools. They must also be on track academically to graduate. The course must meet

- Any student who fails a virtual course (below a 60%) may not be permitted to take another.

\*\*\*There are no exam exemptions for virtual/online courses. All students must complete the course exam.

## **TESTING OUT OF HIGH SCHOOL CLASSES**



State law indicates that schools "shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery." Once credit is earned under this law, students may not receive credit afterwards for a course lower in sequence in the same subject area. (For example, a student earning credit by examination in Spanish II may not then enroll or receive credit for Spanish I.) Interested students must make an application to take these tests in the Counseling Office. To exhibit mastery, a student must fulfill the following components:

1. The student will satisfactorily complete a portfolio of ten assignments given to regularly enrolled students during the year (these will be chosen and provided by the teacher).
2. The student will score a C+ (77%) or higher on the course's final examination.

Note: Students must request in writing to their guidance counselor to test out within two days of the beginning of a semester that the class is being offered and must complete the required assignments within 10 weeks. Students may be required to repeat the process for classes running multiple terms. Upon successful completion of the course, the student will earn Credit (CR) Earned credit will not be counted toward the required number of credits needed for graduation nor be used to determine the student's GPA.

## **EARLY GRADUATION**

Students may be permitted to graduate (1) one semester early to enter an advanced educational institution or for other specific circumstances provided that the following requirements are met:

1. The student must have a B average at the time of application and at least 22 credits at the time of graduation.
2. The student, with parental consent, must submit a written request to the counselor no later than September 15th of his/her senior year.
3. The request must be approved by the counselor, principal, and superintendent.
4. The request must be approved by the Board of Education.
5. A presentation to the BOE will be made by the student requesting to graduate early.

## **PERSONAL CURRICULUM**

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school graduation requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. The parent or guardian of the student for whom a personal curriculum is sought, or the student if the student is the age of majority or an emancipated minor, may request a personal curriculum. Other potential requesters include, a teacher who is currently teaching the student, or a school counselor or school employee qualified to act in a counseling role. If the request for a PC is made by the student's parents or legal guardian or, if the student is at least age 18 or an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in the 380.1278b(5). If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior

to 9<sup>th</sup> grade. The earliest submission timeline for all other PC requests is after the student has completed 9<sup>th</sup> grade.

## **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.

### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **NATIONAL HONOR SOCIETY: ELIGIBILITY, SELECTION, DISMISSAL, and OFFICERS**

Eligibility - To be eligible for membership in the National Honor Society, a candidate must be a member of the junior or senior classes and must have been in attendance at Peck High School for at least one semester. Candidates from any class must meet the minimum cumulative high school grade point average requirement. To be eligible for induction, the minimum cumulative grade point average is 3.0. A candidate's grade point average is calculated using only grades that the candidate earned at Peck High School (grades from other institutions such as St. Clair County Community College are not included in the calculation). Candidates who are eligible academically must complete and submit, by the due date, the required application detailing their performance in the areas of character, service, and leadership in order to be considered for selection.

In the area of character, a candidate must demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies. A person of character demonstrates exemplary behavior with respect to the following six pillars of character: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

In the area of service, a candidate should demonstrate contributions to the school, classmates, and community that are done without any direct financial or material compensation. If a candidate becomes a member, he or she will be required to complete 20 hours of community service each year.

Leadership involves, but is not limited to, the following: the holding of school offices or positions of responsibility in or outside of school, the taking of initiative in school, co-curricular or extracurricular activities, and the inspiration of positive behavior in others.

Selection of new members is determined at the beginning of the school year by the Faculty Council (a body of five voting faculty members, appointed annually by the principal) in conjunction with the chapter adviser. Selection is based on a majority vote of the Faculty Council. In addition to the Student Activity Information Forms, also taken into consideration are evaluation forms from the faculty on each candidate.

Dismissal – Any one of the following infractions is grounds for dismissal of a member:

- failing to complete and submit evidence of 15 hours of community service by the deadline
- missing more than two meetings per year
- failing to maintain the minimum cumulative GPA in effect at the time the member was inducted (the GPA is calculated using Peck High School grades only)
- failing to comply with the school's extracurricular code of conduct
- receiving two referrals during one school year
- cheating on any class assignment, project, quiz, test, or exam
- committing an illegal activity INSIDE or OUTSIDE of school
- failing to pay the annual \$5.00 dues.

Members with a cumulative GPA less than the minimum will be warned and will be given one full semester after the warning to increase their cumulative GPA to the minimum level. Failure to achieve the minimum cumulative GPA after this time is grounds for dismissal.

Any senior who has a cumulative GPA less than the minimum at the end of the first semester of his or her senior year will not be allowed to wear the NHS sash during the graduation ceremony and will not be noted as an NHS member in the graduation program even if this is the first time the cumulative GPA has fallen below the minimum.

A member facing dismissal may request a hearing before the Faculty Council. A decision on dismissal will be made by a majority vote of the Council.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student can take advantage of the school's computer network, devices, and the internet, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to the 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. 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**

The Michigan Merit Exam (MME), which will include the Scholastic Aptitude Test (SAT), WorkKeys, and M-Step for high school juniors will be taken in the spring of each school year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work. College entrance testing information can be obtained from the Guidance Office.

All freshmen and sophomores will take the Preliminary Scholastic Aptitude Test (PSAT). Students will take the test in April.

Those students who successfully complete, prior to entering high school, a State mandated curriculum requirement (provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of high school students) may receive credit toward high school graduation. All high school students must earn four credits of math in grades nine through twelve in order to graduate.

## Junior High School

Students will participate in the approved state testing program which is a combination of M-STEP assessments and PSAT.

### **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.

#### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional 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.

#### **Parties/Tailgates**

\*All student-led parties/tailgates must seek permission **in writing** to the principal one week prior to the party/tailgate. No underclassmen are allowed to have a party/tailgate on school grounds, 9 and 10th grade. All students involved in the party/tailgate must have a signed permission slip to join the tailgate signed by a parent/guardian. No phone calls to the office will be accepted as permission. All students involved in the tailgate will take an unexcused absence if more than 10 minutes of class time is missed. Any student who does not have permission or any student who did not submit written permission a week in advance will be considered skipping school if classes are missed. The administrator will follow the handbook regarding any necessary discipline.

## **ATHLETICS**

Peck Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Office, at (810) 378-5200.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

## **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.

Students who are 18, or not living at home, must still have parent/guardian excuse all absences.

#### **Attendance Appeal Hearing**

Student and/or parent must attend.

Hearing board is made up of teachers, administrator, and counselors.

Depending on the findings of the hearing board, the following may result:

- \* grade earned – hospitalization or extended illness
- \* “credit” – if circumstances are deemed valid to reinstate as a credit
- \* “no credit” – if circumstances are not deemed valid

Special consideration: Proof of hospitalization, doctor’s confinement at home, serious illness, death within the immediate family.

### **Tardy Policy:**

Any student more than 10 minutes tardy for a class will be marked absent. Students with excessive tardies will be subject to discipline. 1-3 tardies per class (per semester) will result in a warning. An after-school detention will be assigned to students who receive 4-10 tardies in one class per marking period. Any tardies exceeding 10 tardies in one class period per marking period will result in an in-school suspension. Any student who comes in after 12:00 pm will be considered absent for half the school day.

### **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.

### **Leaving School:**

Peck Community Schools is a Closed Campus. Students must sign out in the main office. Thus a parent note or phone call before leaving the building is required. If there is no sign out and/or authorization, it will not be possible for the absence to be excused. Any student who misses ten or more minutes during any portion of a class will be marked absent.

### **Coming in Late:**

Students who arrive late to school need to sign in at the office. Students signing in between 8:10 – 8:20 A.M. will be marked tardy. Those signing in after 8:20 A.M. will be marked absent. Students are required to sign in when they arrive late for school.

### **Withdrawal:**

When a student age 16 or over (if 11 years old before December 1, 2009) accumulates 10 consecutive days absence, and the school receives no explanation for the absence, the student will be considered withdrawn from school and will be dropped from the school records and a truancy referral will be made.

## **STUDENT CODE OF CONDUCT**

A major component of the educational program at Croswell-Lexington 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.

### **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.

Inappropriate attire includes, but is not limited to: clothing promoting drugs, smoking, drinking, profanities, sex, guns, violence, or illegal activities; see-through clothing; pajama pants; outerwear; sleeveless tops/dresses without collars; shirts with plunging necklines or those that show backs, midriffs, or undergarments; hats; hoods worn over the head; bandanas; sunglasses; slippers; spikes and chains. Skirts, dresses, shorts and holes in pants must be at mid-thigh or below, and no undergarments may be visible. Pants must be worn at the waist.

All bookbags, stringbags, hats, and coats must be secured in lockers during school hours.

Repeated instances of dress code violations may result in disciplinary consequences.

### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or wellbeing of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

### **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 taxpayers' 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.

### **DISCIPLINARY ACTIONS SHORT OF SUSPENSION/EXPULSION**

Efforts shall be made by the staff to solve disciplinary problems within the school setting whenever possible. The following actions are suggestions for dealing with behavioral problems short of suspension/expulsion from school.

These suggested actions do not preclude the use of other methods or approaches which are reasonable and purposeful. Circumstances will dictate administrative action.

1. **Warning** -- A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.
2. **Student Conference** - A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.
3. **Parent Conference** - A conference involving the parent(s) and staff member(s) for the purpose of discussing and solving behavioral problems. The emphasis is upon enlist-ing the assistance of the parent(s). The student may also be involved in a parent conference.
4. **Referral to a Resource Agency or Person** -- Referral to an in- school (counselor, social worker) or out -of- school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavior problem. A referral should normally be made with the cooperation of the student and/or parent(s).
5. **Behavioral Plan and/or Behavioral Probation** -- The principal or his/her assistant may place a student on behavioral probation with an administrator for a specific period of time during which critical examination and evaluation of the student's progress should take place. Behavioral probation will be initiated through the use of a Behavioral Probation Contract. The con-tract will be an agreement between the student and the administrator concerning the specific changes expected, the terms of the probation, and the length of the probation period. Failure to fulfill the contract, or a further infraction of school rules during the period of probation, will result in the imposition of further disciplinary action as set forth in the terms of the contract. The administrator should notify the parent(s) whenever a student is placed on behavioral probation. Parents will be encouraged to discuss and assist in assuring that the intent and terms of the probation are fulfilled.
6. **Detention** - A student in violation of a school rule or policy may be required to spend a specific period of time after school, before school or during an unassigned class period at a specific location assigned by the principal or his/her designee representative. Such detention will be actively supervised by a staff member.
7. **Removal from Activities** -- A student in violation of a school rule or policy may not be allowed to attend or participate in school- sponsored activities.
8. **In School Suspension** - A student in violation of a school rule or policy may be required to spend a specific period of time during the school day at a location assigned by the principal or his/her designee representative. The duration of the suspension will be based on the nature of the infraction and in accordance with procedures outlined in the Student Code.



The principal or designee will determine whether a student is suspended in- school or out -of- school.

NOTE: Principals are the final level of appeal for discipline short of out -of- school suspensions.

### **SUSPENSION/EXPULSION**

When other procedures fail to attain satisfactory behavioral changes, or where required by the nature of the problem (gross misdemeanor, inappropriate behavior, persistent disobedience), a student may be suspended/expelled from school. Such action may involve suspension for a period of ten (10) school days or less, a long term suspension, or expulsion.

#### **Definition of Gross Misdemeanor**

-Gross misdemeanor may be defined as conduct which: 1. Substantially interrupts or interferes with the orderly education of self and/or other students; or 2. Jeopardizes the physical and mental health and safety of staff and/or students; or 3. Represents willful disregard or disrespect for the constituted authority of the school; or; 4. Willfully destroys and/or defaces school property; or 5. In the aggregate represents an unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion; or 6. Other illegal or seriously inappropriate behavior. NOTE: This list is neither all -inclusive nor exhaustive

#### **Reverse Suspension**

On the THIRD suspension for a student (in the same school year) the student will be sent home for the day, upon return from

their suspension a parent/guardian must attend a FULL school day WITH their child in order for the child to return to school. The parent will attend every class with their child. Any subsequent suspension thereof will also be subject to a reverse suspension. If the parent can not attend a full school day their child will be sent to ISS until the parent makes their child's education a priority and comes in for the reverse suspension.

### **SCHOOL CODE VIOLATIONS WITH DESIGNATED PROCEDURES**

Violations: A list of behaviors constituting violation of school rules and regulations is given below with suggested disciplinary action. Please note that the following list is not all -inclusive or exhaustive, and behaviors not listed may also result in disciplinary action. Also, depending on the seriousness of the violation, more severe discipline than that suggested may be imposed. Any individual who aids, assists, counsels, induces, encourages or persuades another to participate in any of the behaviors outlined below may be subject to the same penalties and/or consequences to which the person actually involved is subject.

### **DISCIPLINE PROCEDURES:**

Before any suspensions/expulsions are determined, building administrators will review all factors according to Section 1310d Disciplinary Factors, MCL 380.1310d.

Note: Parent contact may not be appropriate if the student is 18 years of age or older.

**Procedure A** (May include any or all of the following interventions)

- ☐ Notify parents by phone, e-mail, suspension slip and/or letter.
  - ☐ Conference with administrator or representative and parties concerned (may be by telephone).
- ☐ Assignment to detention.
  - ☐ At administrative discretion, suspension until conference/contact and/or suspension up to three (3) school days.

**Procedure B** (May include any or all of the following interventions)

- ☐ Notify parents by phone, e-mail, suspension slip and/or letter.
- ☐ Referral to proper police authorities (if appropriate). A ticket may be issued at that time.
- ☐ Conference with administrator and parties concerned.
- ☐ Suspension for up to five (5) school days.

**Procedure C** (May include any or all of the following interventions)

- ☐ Follow written procedural memorandums, if appropriate, under the circumstance presented.
- ☐ Notify parents immediately by phone, e-mail, suspension slip and/or letter.
- ☐ Referral to proper police authorities (if appropriate).
- ☐ A suspension of up to ten (10) school days (administrator discretion).
- ☐ A recommendation to Superintendent for expulsion, if appropriate.

**Procedure D Mandatory Expulsion.** State law requires expulsion of 180 days for criminal arson, sexual assault, physical assault of an employee/contractor/volunteer of the district, and possession of a dangerous weapon.

**Academic Integrity - Procedure (A)**

**PLAGIARISM AND CHEATING POLICY**

Plagiarism: Given the seriousness of plagiarism, it is important to know exactly what it is and what students can do to avoid it. Plagiarism is the act of taking someone else's work and representing it as one's own. If you get information from a source outside your own knowledge and do not give credit to the source from which you took the information, you will be committing plagiarism: the dishonest presentation of someone else's ideas as your own. Furthermore, you cannot copy information directly from a website and use it in any assignment. The only material you do not need to credit is common knowledge—information that many people have—and your own unique thoughts and ideas.

Cheating: Collaboration (unless permitted by the teacher), copying, or sharing answers (with or without the other person's consent); violating teacher-specified test-taking procedures; taking, transmitting, or reviewing images during testing; and plagiarism are considered cheating.

The following procedure will apply to students who violate the Academic Integrity policy at the high school level:

- |                                  |  |
|----------------------------------|--|
| First Violation:                 | <ol style="list-style-type: none"><li>1. Student has the opportunity to complete an alternate assignment.</li><li>2. Parents are contacted by the teacher.</li><li>3. Student is placed on academic probation.</li></ol>   |
| Second Violation (in any class): | <ol style="list-style-type: none"><li>1. Student earns a 0 on the assignment.</li><li>2. Families are contacted and informed that the next offense may result in the loss of credit in whichever class the offense occurs.</li><li>3. Student is assigned a detention.</li></ol> |
| Third Violation:                 | <ol style="list-style-type: none"><li>1. Student earns a 0 on the assignment and may lose credit in the class.</li><li>2. Parent contacted.</li><li>3. Student will be assigned one day of In School Suspension.</li></ol>   |

-These discipline steps will be cumulative for the school year.

-Further offenses will result in a referral to administration for disciplinary action, in addition to the above penalties, and may be grounds for removal from special programs such as virtual and Advanced Placement courses.

#### **Aggressive Misbehavior Toward Any School Employee - Procedure (C/D)**

Physical contact or threat of physical contact toward school employees with the potential of doing bodily harm by a student or group of students.

#### **Physical Assault -- Pupil to Employee, Volunteer, or a Person Contracted by the District - (D)**

Physical Assault is defined in the Revised School Code as the act of intentionally causing or the attempt to cause physical harm to another through force or violence. A pupil, in grade 6 or above, who commits physical assault in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state until such time of reinstatement under Section 380.1311a.

#### **Arson, Fire Setting or Their Attempt - (C)**

A student shall not intentionally or recklessly start a fire, prepare to, or otherwise attempt to start a fire. A fire set or attempted to be set to disrupt or jeopardize the safety of staff or students or with the intent to cause damage to any property or injury to any person will be deemed arson.

#### **Criminal "Arson" - (D)**

Means a felony violation as set forth in Chapter X of the Michigan Penal Code.

#### **Bomb or Similar Threat (with/without intention to carry out) - (C)**

A bomb or similar threat is any verbal or written statement that indicates a bomb or similar object is, or may be, placed or may explode at or near a school building, school bus, school staff, school grounds or school -related function or conveys any intent to harm others (such as a hit list). Threats can be in the form of a telephone call, text message, written statement, drawing on a bathroom wall or elsewhere, comment to staff or another student, e-mail message, Internet message, or other means of communication.

#### **Computer Fraud - (1st B/2nd C)**

Intentionally accessing a computer, computer program, computer network or system to acquire, alter, damage, delete or destroy property or information, and/or any other unauthorized use of the computer. This includes identity theft and/or sending false information to an intended victim. All violations will be reported to the proper legal authorities. NOTE: Illegally accessing District programs or systems for any reason is considered an expellable offense.

**Defiance of Authority - (1st A/2+ B or C)** Refusal to comply with reasonable requests of school personnel. Displayed disrespect and/or contempt toward school personnel.

**Destruction or Defacement of Property - (1st B/2+ C)**

Destroying or defacing objects or materials belonging to the school district or other students and school district personnel. Restitution and/or repair will be made by the offending student and/or that student's parents.

**Disorderly Conduct - (1st A/2+ B)**

Conduct and/or behavior which is disruptive to the orderly educational procedure of the school. This includes but is not limited to the student use and/or possession of profanity, obscenity, inciting others to engage in disruptive behavior, verbal altercations short of a fight, driving and/or parking lot violations, public displays of affection (Romantic display of affection in school is considered not appropriate, ie: kissing, petting. Holding hands is acceptable.), unauthorized sales, etc.

**Extortion - (1st B/2+ C)**

Extortion is the solicitation of money, or something of value, from another regardless of the amount, in return for protection or in connection with a threat to inflict harm.

**False Accusations - (1st B/2+ C)**

Students making accusations against any staff or student which, after appropriate investigation, are shown to be false. NOTE: Accusations regarding expellable offenses may result in consequences commensurate with that specific offense.

**False Alarm - (1st B/2+ C)**

Falsely alerting by any means (including 911 calls) the Fire Department, Police, any emergency unit, or school to a non-existent fire or other non-existent emergency.

**Fighting - (1st B/2+ C)**

Fighting poses an immediate threat to student safety. In most cases, out- of- school suspension is imposed even for the first offense. The length of suspension will depend on severity or repetition. Encouraging, promoting, or provoking such behavior may also result in disciplinary action. Students who engage in physical contact for the purpose of inflicting harm on each other are fighting. Self -defense or defense of others may be taken into account in determining whether this provision has been violated.

**Gangs - (1st B/2+ C)**

Students participating in gang membership, gang signs, gang graffiti, and/or other known gang activities (e.g. wearing beads or bandanas).

**Gambling - (1st A/2+ B)**

Any activity that involves a wager, risk, or the betting of money or other valuables on an activity of chance where there is an unpredictable outcome, which may result in the loss of money or valuables.

**Harassment/Bullying - (A-D)**

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. This applies to all activities on school property and to all school sponsored activities 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, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This is not, however, limited to these categories and includes harassment that would negatively impact students, such as stalking, name-calling, taunting, and other disruptive behaviors. Aggressive behavior also includes, but is not limited to, such behaviors as bullying, hazing, intimidating, menacing, coercion and making threats. Any student who believes she/he has been, or is, the victim of harassment, or other aggressive behavior including bullying or hazing, should immediately report the situation to a teacher or principal.

#### Sexual Harassment

Verbal - The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member or other person associated with the District.

Nonverbal - Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

#### Gender/Ethnic/Religious/Disability Harassment

Verbal - Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the District by refusing to have any form of social interaction with the person.

Nonverbal - Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

#### Bullying/Cyber Bullying

It is the policy of the District to provide a safe educational environment for all students. Bullying/Cyber Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying/cyber bullying without regard to its subject matter or motivating animus.

##### A. Prohibited Conduct

1. Bullying/Cyber Bullying. Bullying/Cyber Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying/cyber bullying" shall be defined as

any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits or programs of one or more students;
  - b. Adversely affecting a student's ability to participate in our benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
  - e. Repeated actions that are unprovoked, one person has greater status, control, or power over another
2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying/cyber bullying, anyone reporting bullying/cyber bullying, a witness, or another person with reliable information about an act of bullying/cyber bullying is strictly prohibited.

#### B. Reporting an Incident.

If a student, staff member, or other individual believes there has been an incident of bullying/cyber bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee.

#### C. Investigation

All reported allegations of a policy violation or related complained about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

#### D. Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying/cyber bullying has occurred, s/he shall promptly provide notification of same to the parent/guardian of the victim of the bullying/cyber bullying and the parent/guardian of the perpetrator of the bullying/cyber bullying.

#### E. Annual Reports

At least annually, the building principal or designee, shall report all verified incidents of bullying/cyber bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

#### F. Responsible School Official

The Superintendent (“Responsible School Official”) shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee described in this policy.

#### Posting/Publication of Policy

Notice of this policy will be: (a) posted in conspicuous locations in all school buildings and departments within the District, (b) annually discussed with students, and (c) incorporated into the student and parent/guardian handbooks.

#### G. Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. “At school” also includes any conduct using a *telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District’s control.*

**Definition of Bullying/Cyber Bullying:** A student is being bullied when another student or several students:

- Say mean and hurtful things to, or about, them, or make fun of them
- Completely ignore, or exclude, them from their group of friends, or leave them out of things on purpose
- Hit, kick, push, shove or lock them inside a room Tell lies or spread false rumors about them, or send mean notes/email and try to make other students dislike them
- Horseplay, pranks, or other hurtful things which are said to be just joking around

Any student who believes that she/he is the victim of any of the above actions, or has observed such actions taken by another student, staff member, or other person associated with the District, should contact a staff member immediately. The student may make contact either by a written report, by telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal. Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. **Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.**

#### Inappropriate Sexual Conduct - (C)

This includes but is not limited to improper touching of an offensive or sexual nature and/or the intentional exposure of private parts of one's body (this includes "mooning" and "sex-texting/sexting" explicit images), sexual activity and/or simulating sexual acts, and aiding, assisting or encouraging another to participate in the conduct. In addition, the creation, possession or attempted possession, sale, purchase or delivery of pornographic, obscene or materials harmful to children are strictly prohibited.

NOTE: Consensual sex with a person under sixteen (16) is still a crime punishable by imprisonment and listing on the Sexual Offenders Registry on the Internet for at least twenty--five (25) years. (Sec. 166a – Public Act 158)

#### **Sexual Assault - (D)**

Includes committing or attempting to commit an offense rising to the level of criminal nature. This also includes aiding, assisting, or encouraging such conduct.

#### **Inappropriate Physical Contact - (1st A or B/ 2+ B or C)**

This would include actions such as horseplay, pushing, shoving, slapping, hitting, etc. These activities would include physical contact short of a fight or assault.

#### **Intimidation of Witness - (C)**

Any physical or verbal intimidation of any witness to any violation of school rules or regulations or any person appearing or to appear at any hearing provided for in this code.

#### **Leaving School Without Permission- (1st A/2+ B)**

Students are not to leave school grounds without authorization by a school administrator. This includes leaving school grounds during practice emergency drills. Leaving school grounds without permission is considered truancy.

#### **Cell Phones/Misuse of Electronic Devices- (1st A/2+ B)**

The use of cell phones, personal technology and alare NOT allowed in class during instructional times.

A. Cell Phones: Ringing, buzzing, and/or vibrating or any interruption of class due to cell phone use/misuse is prohibited. Cell phones must be kept in lockers at all times when students are in classroom settings. Cell phone use is permitted during passing times and lunches.

Recording, sending and/or viewing inappropriate images (fights, assaults, indecent or explicit pictures, etc.) or messages that may disrupt the educational process or the orderly conduct of school are prohibited. This also includes requesting or agreeing to assist another in the above activities. Taking pictures or video recording any person (staff or student) without consent is a violation of this code. The school district's jurisdiction policy applies.

B. Personal cell phones and other electronic devices: At any given time, upon request of school personnel, students are required to stop using cell phones or other electronic devices. Refusal to comply with a reasonable request will result in disciplinary action.

First Violation: Device is confiscated and turned into the office. The device will be returned to student upon request at the end of that school day. The student will serve one after school detention. (A)

Second Violation: Device is confiscated and turned into the office. The device will be returned when the parent comes to school to retrieve it. Student will serve 1 day of in school suspension (ISS) (A)



Third Violation: Device must be turned into the office for parent pick up. Student will serve 3 days of out of school suspension (OSS) **(B)**

Subsequent Violations: Device will be turned into the office daily. Progressive discipline will be instituted started at a 5-day school suspension (OSS) **(B+C)**

\*Violations are cumulative throughout the entire school year.

C. District issued devices : Violations of the district's Acceptable Use Policy will result in disciplinary action.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the student's device.

#### **Physical Assault - (C)**

Physical attack, by one person or a group of people, upon another who does not wish to engage in the conflict, and who has not provoked the attack.

\*Violation against employee, contractor, or volunteer of school- - Procedure D

#### **Possession or Use of Fireworks or Other Explosive Materials - (B/C)**

Students having possession of or setting off any explosive device which is illegal or dangerous to themselves or others.

#### **Possession, Use or Distribution of Illicit Substances - (C)**

Illicit substances include illegal drugs, inhalants, alcohol, drug paraphernalia, caffeine pills, steroids or other performance enhancing substances, medication (except the possession or use of prescription medication when authorized under the District's medication policy), and fake or look -alike drugs or alcohol. Possession includes bringing to the bus stop, on the bus, while walking to or from school, in a school building, at a school -related function, or holding for a friend or holding briefly to examine.

#### **Use/Possession of Tobacco Products or Incendiary Devices - (C)**

It shall be the policy of the Peck School District to provide a tobacco -free environment for all employees, students and visitors. This policy covers the smoking of any tobacco product, the use of oral tobacco products or "spit" tobacco, or any "new emerging tobacco products." These products include electronic cigarettes, cigars, pipe tobacco, certain dissolvables that are not "smokeless tobacco" gels, and water pipe tobacco, hookah pen, etc. This applies to all students, employees and non-employee visitors of the Peck School District. Definitions: ● No use of tobacco products is permitted within the facilities or on the property of the Peck School District. ● No tobacco use in any District vehicle or bus.

Student use/possession of tobacco in any form, or the possession of incendiary devices including matches or lighters, is prohibited on school property.

#### **Possession and/or Use of Weapons - (C/D)**

A student shall not possess, handle, transfer or use any instrument such as knife, club, shank, taser, chain, BB gun, gun, razor blades, pepper spray, or other dangerous device whether or not it can actually be used to inflict bodily injury to another person. Peck Schools consider weapons as defined above, including a knife of any blade length, to be an expellable offense. Weapon Look- A-likes: A student shall not possess, use, sell, or distribute a toy weapon, a look- a-like or replica weapon except with the prior approval of a teacher or an administrator for appropriate educational use.

#### **Theft - (1st B/2+ C)**

The taking of (or the attempt to take) property not belonging to the student. This includes the knowing possession of stolen goods and/or the use of counterfeit coin currency, as well as the unauthorized entry (B&E) or such an attempt on District property with or without the intent to commit either theft, larceny or damage.

#### **Verbal/Written Threats - (C)**

Any verbal, written, or otherwise transmitted statement that implies the intent to inflict harm on any staff member or student, under such circumstances which create reasonable fear of retribution, intimidation or injury.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

Peck School District makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

#### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or fewer, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the building principal. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student is allowed to remain in school unless safety is a factor.

When a student is suspended, s/he may make-up work missed. Work provided during the suspension must be turned in immediately upon return. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make -up may be reflected in the grades earned. Suspended students cannot attend any school functions and cannot be on school property without administrative permission.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-Term Suspension or Expulsion from School**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student/family will receive a formal letter of notification. A formal hearing will be scheduled during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, 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.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. 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.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing,
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  5. 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 and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

### **STUDENT 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.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

# PECK COMMUNITY SCHOOLS

## ATHLETIC DEPARTMENT

### PHILOSOPHY

1. The athletic program will attempt to serve as a potential educational means through which the student may develop his/her physical, emotional, mental and social characteristics to their fullest extent.
2. The athletic program shall be planned so as to present a minimum amount of interference with the daily academic program.
3. The athletic program will attempt to provide professional leaders, who are knowledgeable, qualified and are sincerely interested in developing the students to their fullest potential.
4. The athletic program will attempt to provide an opportunity for the loyalty of the parents, patrons, and friends of the school to be developed, strengthened, united and renewed.

### ATHLETIC COUNCIL

Membership	Superintendent of Schools High School Principal/Athletic Director Peck School Board Members (3) Head Coach of Sport in Question Head Coach of Another Sport Student Council President
Quorum	Five Members
Meeting	To be called as needed with two days advance notice.
Decisions	Made on a majority vote of the members present.

### DUTIES OF ATHLETIC COUNCIL

1. Rules on appeals concerning disciplinary suspension from athletics.

2. Discuss problems pertinent to coaching and the overall athletic program.
3. Meeting with student representatives, upon request, for the purpose of changing athletic policies.

## MESSAGE TO STUDENTS

The following policies have been developed in the interest of administering and operating an effective athletic program. It is our intent to provide fairness and consistency throughout all facets of the athletic program. Therefore, it is your responsibility to be aware of the primary contents carefully. You should be aware that these rules are considered in effect for all students, regardless of age, and at all times whether in season or out of season, twelve months each year, during your entire athletic career.

Peck High School has established an Athletic Code that clearly defines certain behaviors as inappropriate and harmful to the young adult and his/her athletic endeavors. Using illegal or harmful substances, exhibition improper conduct, or engaging in activities considered to be unbecoming of an athlete are areas where violations of the code would be dealt with by suspension from the athletic program.

It is our belief that citizenship and sportsmanship are important life qualities held precious by our community and school. We expect the athletes to accept the responsibilities of good behavior along with the Pirate Guide as outlines for the daily functioning of the normal school program. The rules apply to each athlete. The Athletic Code shall reinforce the Guide and provide for those situations not included in the Guide. An athlete is a student first and an athlete second. A student participating in athletics shall accept the responsibility for the following all rules of the GUIDE and the ATHLETIC CODE.

In situations where a student is suspended from school and is involved in athletics, he or she will not participate in ANY athletic activity during the period of the suspension.

Any athlete suspended or expelled from an athletic team shall have the right to appeal.

### ATHLETE DEFINED AS:

1. Member of any athletic team
2. Team Manager
3. Cheerleader

## Training Rules

Following is the list of penalties that will be applied when a training rule has been violated such as but not limited to stealing, dishonesty, vandalism, and any other unbecoming or immoral conduct.

Penalty:

Step One: 1-3 game suspension determined by the severity of the offense.

Step Two: Athletes must choose one of the two options within 24 hours of meeting with the Athletic Director:

1. Make an appointment with the Sanilac County Health Department to attend counseling sessions with the Thumb Area Prevention Project. The athlete will also sit out 25% of the current season or a combination of the two seasons depending on the time of the incident. Any fees charged by the substance abuse agency will be the responsibility of the student and NOT Peck Community Schools. If the first option is not accepted or followed, the second option will immediately go into effect.
2. Sit out 50% of the season or a combination of two seasons depending on the time of the incident.

Step Three: Athletes must choose one of the two options within 24 hours after meeting with the Athletic Director:

1. Make an appointment with the Sanilac County Health Department to attend counseling sessions with the Thumb Area Prevention Project. The athlete will also sit out 50% of the current season or a combination of two seasons depending on the time of the incident. Any fees charged by the substance abuse agency will be the responsibility of the student and NOT Peck Community Schools. If the first option is not accepted or followed, the second option will immediately go into effect.
2. The athlete shall be suspended from athletics for one calendar year from the date of the infraction,

Step Four: Athletes must choose one of two options within 24 hours after meeting with the Athletic Director.

1. Mandatory counseling and a one-year suspension. If the first option is not accepted or followed, the second option will go into effect.



2. Permanent suspension from athletics at Peck Community Schools.

Step Five: Permanent suspension from athletics at Peck Community Schools.

**Substance Abuse Policy:**

The use or possession of alcohol or tobacco is prohibited. The use, sale or possession of controlled substances and look alike and uncontrolled substances used or sold as controlled substances is prohibited. Substance abuse violations begin on Step Two of the training rule penalties.

**Conviction of a Felony** will result in an immediate and permanent suspension.

**Attitude:**

Anytime an athlete is causing poor team morale, or in any way causing team disharmony he/she may be suspended from the team; at the option of the Head Coach of that sport.

**Disruptive Behavior:**

Disruptive behavior by an athlete during an athletic contest, school and/or practice while a coach or school authority is in control of the situation shall be punishable at the option of the Head Coach of that sport.

Stealing, dishonesty, and vandalism is defined as the dishonest acquisition of property belonging to others, the selling or surrendering of school property without the specific authority, or the falsification of records and information. The act of willfully damaging or destroying property belonging to others.

\*\* The athletic director and/or principal have the authority to adjust athletic penalties as they deem necessary.

\*\*\* Substance Abuse consequences will automatically start on Step Two.

\*\*\*\* Athletes that are ineligible are not allowed to participate in scrimmages or games during that time period.

**Enforcement**

The interpretation and enforcement of the ATHLETIC CODE will be the Athletic Director in correlation with the head coach of the specific sport involved. The Athletic Director will place emphasis on information supplied to him by the members of the administrative staff, faculty, and Board of Education and of course by governing law enforcement agencies.

Absence from a contest and/or practice sessions are excused for illness, death in the family and other emergencies at the discretion of the coach and or Athletic Director.

Absenteeism from any part of the school the day following an athletic contest is to be discouraged. Coaches are to counsel their athletes to avoid this.

### **Transportation**

Athletes are to travel to and from away contests with their team in school authorized transportation. Parental requests to deviate from this rule based on **special circumstances** must be approved by the coach by noon of the day of the game. One note for an entire season will not be allowed. Emergencies shall be handled at the discretion of the coach of that sport.

### **Eligibility**

#### **NO “E” POLICY- This policy runs from a Monday to Friday.**

Teachers will designate (E) for failing on the master eligibility sheet at the conclusion of each three-week marking period. First time ineligible students (which are student-athletes that have one or more E's) may be eligible after one week by checking with all their teachers, if they are still ineligible they may check with the teachers again after two additional weeks, then after this time the normal eligibility rule kicks in for the remainder of the season (which means every three weeks until the end of a season). After a third check and the athlete is still ineligible, they will be excused from the team. When an athlete becomes ineligible they will serve a one week “no game” penalty.

Students ineligible at the beginning of a new school year can recheck grades after a two week time period in order to become eligible.

This eligibility rule process will start over again at the beginning of each athletic season (fall, winter, spring).

### **General Rules and Information**

1. Any athlete who is suspended or expelled from school because of nonathletic violation of student conduct will also be suspended or expelled from the Athletic Program (including practices) for the same period of time.
2. Each year the athlete must have on file a physical examination form signed by a licensed physician stating he/she is physically acceptable for participation in the athletic program before he/she may take part in any practices or contests. Any specific physical restriction must be noted.
3. Each year the athlete must have on file a form signed by the parent/guardian of the athlete granting permission to participate.
4. If an athlete is suspended or expelled from one sport, he/she may not participate in another sport until the suspension or expulsion has been lifted.

5. It is realized no single set of rules in isolation can cover every aspect of conduct by the athlete. Therefore, any specific cases outside these rules will be considered and weighed on an equal and fair basis using these rules as a guideline.
6. When an athlete persistently demonstrates he/she is unable or unwilling to conform to specific athletic regulations, and/or infringes on the rights of other individuals and/or interferes with the athletic activities of the school, suspension or expulsion from the team may result.
7. Activities at all athletic practice and competition sessions are under the direction of the coach in charge and will be handled by the coach. Flagrant or unsportsmanlike conduct by an athlete occurring prior to, during, or immediately following an athletic event shall require the athlete to appear before the coach, athletic director, and building principal for consideration of disciplinary action.

### **SNOW DAY POLICY**

Athletic teams will not be allowed to have practice when students are sent home from school due to weather conditions. Athletic teams will be allowed to have a non-mandatory practice day when school has been canceled with approval from a school administrator, as long as weather conditions have improved.

### **HOLIDAYS & SCHEDULED SCHOOL BREAKS**

Practices during holidays and scheduled school breaks cannot be made mandatory. Athletes will follow the coaches' team rules pertaining to attendance guidelines. Communication between both a coach and an athlete, as well as, an athlete and a coach, should be made when an athlete will miss practice and when a coach is having practice during breaks and holidays.

### **RESPONSIBILITIES AND OBLIGATIONS**

The Peck athlete is a school leader and representative at all times. This means both on and off the field or floor of competition. The Peck athlete understands that the uniform represents the athlete during competition and the school at all times, therefore, it is to be worn with pride and ONLY DURING APPROPRIATE TIMES.

The Peck coaches shall develop a positive rapport with team members, parents and staff and provide open lines of communication with each. They shall:

1. Present and discuss with the athletes, the athletic code, at a meeting prior to the first practice of his/her respective sport.
2. Present and discuss during the same meeting any specific training rules or conduct as they relate to the specific sport and his/her individual coaching theories and methods. This information is to be presented in writing to the Athletic Director and the athlete.
3. Adhere to and enforce the ATHLETIC CODE.

4. Be responsible for the proper care, distribution and recall of all equipment relating to his/her sport.

### **APPEALS**

It is understood and agreed that when the student-athlete and his/her parent or guardian sign the acknowledgment of this ATHLETIC CODE that they agree to abide by all the rules and guidelines contained, including punishments for violations.

There may be an occasion, however, when the student-athlete and/or his or her parent/guardian either does not feel the violation took place or the punishment is not in accordance with this ATHLETIC CODE.

The Athletic Council is established to hear such cases.

If an athlete and/or his or her parents or guardian feels it is necessary to appeal a decision, a WRITTEN request must be submitted to the Athletic Director within 2 calendar days after the notification of punishment for a violation takes place.

The Athletic Council has the power to uphold, modify, or reverse any previous decisions. Should the Committee reverse a decision, all records regarding the situation will be removed from the file of the student-athlete.

Suspensions or expulsions will stand and be in force during hearing proceedings or until such time as the Council deems otherwise.

### **CURFEWS**

Curfew hours and penalty is to be determined by the coach of the sport involved.

### **QUITTING A SPORT**

An athlete that quits a sport beyond the 4th week from the official starting date is ineligible to PRACTICE OR PARTICIPATE in another sport prior to the official starting date of the next sport as established by the MHSAA.

### **ATTENDANCE**

The athlete must be in school for 50% of his/her instruction classes on the day of a game. If there is an exception to the rule the parent must pre-arrange or notify the Principal or High School office by 10:00 a.m. on the day of a game. 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 contest that day. Also, an unexcused absence on Friday prior to a weekend activity would make the athlete ineligible to play that weekend.

### **Parent/Guardian and Student Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

#### **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

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 and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

#### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

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 and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

