

Pickford Public Schools

Student Handbook 2023-2024



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2023-24 Year at a Glance

August

29	District Provided Professional Development Day #1	All Teaching Staff
30	Teacher Workday	All Teaching Staff

September

4	Labor Day	No School
5	FIRST DAY OF SCHOOL	
8	½ Day of School	½ Day for Students & Staff

October

9	District Provided Professional Development Day #2	No School for Students
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November

3	End of 1st Quarter	
14	Parent/Teacher Conferences	½ Day for Students
15	Opening Day of Deer Season	No School
22	½ Day for Students and Staff	½ Day
23-24	Thanksgiving Break	No School

December

21-31	Christmas Break	No School
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January

1	Christmas Break	No School
2	School Resumes	
19	End of 2nd Quarter/1st Semester	
26	Mid Winter Break	No School for Students & Staff
29	District Provided Professional Development Day #3	No School for Students

February

12	No School for Students & Staff	No School
19	District Provided Professional Development Day #4	No School

March

22	End of 3rd Quarter	
25-31	Spring Break	No School

April

1	Spring Break	No School
2	District Provided Professional Development Day #5	No School for Students

May

19	Regional Track Meet	½ Day for Students & Staff
27	Memorial Day	No School

June

6	½ Day of School	½ Day for Students
7	Last Day of School	½ Day for Students

Welcome to the NEW school year! This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This 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 parents. The entire staff of Pickford Public Schools is open and willing to help you in any way possible to ensure your success. If you have questions that are not addressed in this handbook, please come to the high school office or see any member of the faculty or staff. We look forward to a positive and productive year filled with challenging learning opportunities and student achievement!

Administration

Superintendent/K-5 Principal	Mrs. Angela Nettleton
6-12 Middle/High Principal	Mr. Kyle Rairigh
Business Manager/Food Service Dir	Mrs. Cheri Bush
Administrative Assistant	Mrs. Stephanie Bennett

General School Information

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection at the district superintendent’s office.

Board of Education

President	Tom Portice	Trustee	April Batho
Vice President	Travis Forfinski	Trustee	Rebecca Crimin
Treasurer	David Firack	Trustee	Lindsey Benson
Secretary	Erik Taylor		

District Mission

Pickford Public Schools is the heart of our community and we build great futures by:

- ★ Providing a safe, secure, and inclusive environment where all children can learn.
- ★ Being a respected and proven instiller of accountability, respect, and honesty for all stakeholders.
- ★ Motivating our students, with truth and fairness, to take responsibility for their learning.
- ★ Preparing students to communicate effectively, demonstrate self-control, think critically, persevere, and adjust to change.

MISSION OF THE SCHOOL

- ★ Create and maintain a safe, welcoming, positive, and respectful and collegial culture that ensures all students learn.
- ★ Implement a relevant and rigorous curriculum, aligned to current curriculum frameworks, and delivered using the best practice instructional strategies to ensure all students learn.
 - All Students will be on track to be career and college ready in Literacy, Mathematics, Science, and Social Studies.
- ★ Implement a process to ensure involvement and participation of all stakeholders in the learning process.
- ★ Create and maintain a financially stable, operationally efficient organization.
- ★ Develop collective capacity and knowledge of the Board of Education.

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:

Mrs. Angela Nettleton, Superintendent, 906-647-6285

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.

SCHOOL DAY

The regularly scheduled school day for High School 8:15 a.m. to 3:05 p.m, Middle Schools extends from 8:12 a.m. to 3:03 p.m., and 8:05 – 3:15 for K-5. Students should arrive at school after 7:50 a.m. and leave immediately after 3:15 p.m. unless involved in an adult supervised activity.

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 teacher directions and 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 responsibility of the student 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 student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, a student should seek help from the principal or counselor.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

SECTION I GENERAL INFORMATION

EMERGENCY MEDICAL AUTHORIZATION

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the high school office.

STUDENT WELL BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. 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 appropriate emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether or not the student should remain in school or go home. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office. No student will be released from school without proper permission.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five fire drills, two tornado drills, and three lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

HOMEBOUND INSTRUCTION

Students required to remain home due to documented physical or emotional disabilities will be offered an alternative program to continue their education. Documentation of a qualifying disability must come from a physician licensed to practice in Michigan. Further information may be obtained from the principal's office.

ENROLLING IN THE SCHOOL

Students that are new to Pickford Public Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring: a birth certificate or similar document, custody papers from a court (if appropriate), proof of residency, and proof of immunizations. In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another school must have an official transcript from the sending school in order to receive credit from that school.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the principal or the counselor. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved by the Principal.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without parental permission in writing or by phone or email. Students should sign out in the office prior to leaving and sign in upon returning.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. 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 building principal.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases to include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARCAIDS Related Complex, HIV (Human immunodeficiency), Hepatitis B, 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.

TOBACCO FREE ZONE

Pickford Public School is a tobacco free zone. This is in compliance with Michigan Compiled Laws 750.473 Use of tobacco on school property. A person in violation of this law is guilty of a misdemeanor, punishable by a fine of up to \$50.00. A minor found in possession of any tobacco product is in violation of Youth Tobacco Act 31. The student is guilty of a misdemeanor punishable by a fine up to \$50 for each violation. Pursuant to a probation order, the court may also require an individual to participate in a health promotion and risk reduction assessment program and complete community service time.

MANDATED REPORTERS

School teachers, counselors, social workers, and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records/directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested. Directory information is designated as follows: a student's name; address; photograph; date of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; awards received; or honor rolls; scholarships. Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired the main office should be contacted, in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions there may be.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate.

The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired the main office should be contacted, in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions there may be.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the School. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the Principal prior to coming to the School.

REPRODUCTIVE HEALTH EDUCATION

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- have the same privilege as their parents/guardians as it relates to access or control of their student records
- represent themselves during disciplinary conferences and be the addressee for their grade reports
- sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply
- provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER EDUCATION

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released), contact the school counselor to have your name removed from the list.

STUDENT FINES AND CHARGES

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees or charges may result in the loss of privileges.

MEAL SERVICE

The School participates in the National School Lunch Program. The cost of lunch is specified in the August newsletter or can be determined by calling the main office. Students may also bring their own lunch to school to be eaten in the School's cafeteria. 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.

EMERGENCY SCHOOL CLOSINGS

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Pickford Schools also use the School Messenger phone system to notify parents of closings and/or delays. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. **Please do not call the school.** For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled. You can also get updated school closing information for the district Facebook page and website www.pickford.k12.mi.us.

VISITORS

Visitors, particularly parents, 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. Students may not bring visitors to school without first obtaining written permission from the Principal.

SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" (available in the office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

USE OF THE LIBRARY

The library is available to students throughout portions of the school day. Passes may be obtained from a student's teacher or from the librarian. Only certain books may be checked out for a period of two weeks. To check out any materials, contact the librarian.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, and electronics 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.

LOST AND FOUND

The lost and found area is in the janitor's area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be periodically discarded or given to Goodwill at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the expressed approval of the administration. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. All fundraising activities, including district support organizations, should be approved by the building Principal prior to commencing

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 not to use telephones during class time. Students must ask permission from a staff member before calling a guardian on a personal phone. Classroom and office phones are available for a student to use with permission from the supervising adult. They may be used during lunch hour and before or after school only.

Any student using their cell phone without prior permission during school hours will temporarily lose their cell phone privileges: First offense: Loss of cell phone for the day. Second: Loss of phone for a week. Third: Loss of cell phone privileges for the semester. Confiscated phones will be stored in a locked cabinet/office or the office safe until they may be returned to students.

SOCIAL MEDIA IN SCHOOL

Accessing Social Media sights is discouraged during school hours. Student's will observe the standards of courtesy and behavior consistent with the school policies. Any misuse of social media, to include cyber bullying, threats, offensive messages, inappropriate pictures, will result in very serious school and criminal consequences.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24-hour notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

SECTION II: ACADEMICS

GRADES

Elementary

Grading System: The grading system is to be based on sound educational principles, which include the timely and accurate reporting of student achievement and progress. 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 the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Regardless of individual classroom methods of grading (points, percentages, letters, other), student grades for report cards will be reported using Standards-based grading practices. If at the end of a marking period, an instructor determines that a student has not had reasonable opportunity to demonstrate their achievement of particular standards, an additional opportunity for assessment/evaluation may be provided.

Middle School

Semester grades are determined by using marking period grades and/or semester exam grades.

High School

To receive credit for a semester course, a student must pass each quarterly assessment with at least a 60%. The student's semester exam grade will be an average of the two quarter tests. Additionally, students are expected to pass at least one marking period of the semester. If a student does not pass either marking period, credit may still be earned by achieving a 78% on the quarterly assessment(s). Limited opportunities for credit recovery will be available for students who need additional support to earn required credits.

The following grade scale is used to assess a letter grade for students grades 6-12 and to determine overall grade point average though teachers are allowed leeway in their classroom. This variance is used to benefit students in most situations. Grade Point Average is calculated using an unweighted standard 4 point grade scale.

Letter Grade	Lower	Upper
A	92.5	100
A-	89.5	92.4
B+	86.5	89.4
B	82.5	86.4
B-	79.5	82.4
C+	76.5	79.4
C	72.5	76.4
C-	69.5	72.4
D+	66.5	69.4
D	62.5	66.4
D-	59.5	62.4
E	0	59.4

GRADING PERIODS

Students shall receive a report card at the end of each 9-week period indicating their performance in each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Students may also be referred to the building level Student Assistance Team (SAT) for consideration of need for academic intervention and support planning. Please see the building Principal if you would like further information on academic support options

PROMOTION, PLACEMENT, AND RETENTION

Elementary

In promotion or retention of students, consideration shall be given to the student's ability to do the work at the next level and to the overall welfare of the student concerned.

- As students are assigned to a classroom, many considerations are used including:
- Balance of gender
- Balance of ability levels
- A blend of behaviors that students demonstrate for learning
- Separating students that may interfere with other's learning
- Individual learning styles
- Class size

Parents are encouraged to trust the system to make placement decisions based on our observations of your child in the school environment. Considering all of the above, if you, as a parent, wish to request a certain teacher the following procedure must be followed:

- Send a request in writing to the principal by June 1st of the school year prior to desired placement
- The principal and a committee of teachers will review request for placement
- Parents will be notified of student placement for the following school year and reasons for the placement.

This procedure does not guarantee placement with a teacher.

Middle School

Promotion to the next grade level is based, in general, on the following criteria

- 6th Grade must complete 4 core credits
- 7th Grade must complete a total of 8 core credits + 2 electives
- 8th Grade must complete a total of 12 core credits + 4 electives

Credit is granted in one of three ways.

- Pass semester 1 & 2 AND minimum of 60% on end test
- Pass semester 1 OR 2 AND minimum of 70% of end test
- Fail both semester 1 & 2 AND minimum of 80% of end test

When a student appears to be at risk of failure, notification will be provided by the teacher of the course to the parents so a plan for academic improvement/support can be made. Administration has authority to modify these requirements as necessary to support student success.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required course work, earning the necessary credits. A student is promoted only when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or Personal Curriculum (PC). 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.

The following number of earned credits designates the grade in which the student will be registered:

Freshman	= 0 to 6 Credits
Sophomore	= 6.01 Credits to 12 Credits and at least two semesters of attendance
Junior	= 12.01 Credits to 18 Credits and at least 4 semesters of attendance
Senior	= 18.01 or more Credits and at least 6 semesters of attendance; 24 credits to graduate

GRADUATION REQUIREMENTS

Michigan Merit High School Graduation Requirement Overview

Goal: To ensure that Michigan's high school graduates have the necessary skills to succeed either in postsecondary education or in the workplace.

- **Components:** Awarding credit is based on proficiency in expectations, not seat time and can be earned prior to a student entering high school or by testing-out. Students need eighteen mandatory credits, which are aligned with recommended college- and work-ready curriculum and an additional 6 elective credits for a total of 24 credits.
- Four credits in English language arts.
- Four credits in math, including Geometry and Algebra I and II. At least one math course must be taken during the student's senior year. A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded
- Three credits in science, with use of labs, including Physical Science, Biology and Chemistry or Physics.
- Three credits in social studies including U.S. History & Geography, World History & Geography, .5 Civics, .5 Economics.
- One credit in Visual, Performing and Applied Arts.
- One credit in Physical Education and Health.
- All high school students must also participate in an online course or learning experience.
- Two credits in world language. The second world language credit can be substituted with a technical education, art, woods, or band class. Students may receive credit if they had a similar learning experience in grades K-12.
- Students attending the Career Center can have one credit waived for each full year successfully completed at the Career Center. There is no provision for those who complete only a portion of a year.

PERSONAL CURRICULUM

A personal curriculum that modifies Michigan Merit Standard requirements may be requested in certain specific instances for a student. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum. Parents and/or students who feel they would like to utilize the personal curriculum option must contact the high school principal or guidance counselor to initiate the process.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for course end and state mandated tests and graduation. Homework will not be used for disciplinary purposes but only to enhance the student's learning.

Late Work

Teachers will include a "late work policy" in their syllabus for each class they teach. The policy must have administrative approval. This will define clear expectations for all involved. Extenuating circumstances will be considered.

EDUCATIONAL DEVELOPMENT PLAN (EDP)

All students are required to have an EDP. Students will begin their EDP in grade 7 and review it at least one time per year thereafter. Further information regarding EDPs can be accessed by contacting the Guidance Office.

DUAL ENROLLMENT

High School students are eligible to be dual enrolled in college level classes while attending high school. Prior to enrolling, they must have received qualifying scores on the PSAT School Test or the PLAN test in the subject they wish to take for college credit. Students may receive college credits for coursework that is completed in the college level course. Pickford Public Schools will pay the enrollment fee for any dual enrolled student. Any interested student should contact the principal or guidance counselor to obtain the necessary information.

EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- Has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- Has a record of such an impairment, or
- Is regarded as having such impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Pickford Public Schools provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA) 2004. Students can access Special Education through the proper evaluation and placement procedures. Parent involvement in this process is required. Contact the building Principal to inquire about evaluation procedures and programs.

RECOGNITION OF STUDENT ACHIEVEMENT

6th-8th Grades:

Honor Roll: For each marking period, an honor roll will be compiled which will include students who maintain a B average (3.0). Students with a grade lower than a C- for the marking period will not be eligible for the Honor Roll.

9th-12th Grades:

Honor Roll: For each marking period, an honor roll will be compiled which will include students who maintain a B average (3.0). Students with a grade lower than a C- for the marking period will not be eligible for the Honor Roll

Academic Honors: Students are eligible to graduate with academic honors based on a calculation involving their grade point average.

Honorable Mention - 3.0 and above

Honors - 3.33 and above

High Honors - 3.67 and above

Highest Honors - 3.9 and above

Senior Scholar - A combination of GPA and SAT score (specialized formula to calculate)

Scholarship Banquet: Each spring a Scholarship Banquet is held to honor those students who have been on the honor roll for each of the first 3 marking periods for grades 9 - 12.

Athletic Awards Night: An Athletic Awards Night is held each fall, winter, and spring to present athletic honors and letters. Criteria for letters and honors can be found either in the Athletic Code handbook or by contacting the Athletic Director.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral or safety concerns.
- Denial of permission from administration.
- Other reasons as determined by the school.

STUDENT ASSESSMENT

Standardized Testing

Students and parents/guardians should be aware that students will participate in M-STEP, PSAT and SAT testing in accordance with state requirements. Parents are encouraged to cooperate in preparing students for the standardized testing. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year.
- Ensure students get a good night's sleep the night before exams.
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
- Remind and emphasize for students the importance of good performance on standardized testing.
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils.
- Teach students the importance of honesty and ethics during the performance of these and other tests.
- Encourage students to relax on testing day

The Michigan Merit Exam (MME) assesses students in grade 11 and eligible students in grade 12 based on Michigan state standards. It is administered in March and consists of three components:

- **SAT with essay**
- **WorkKeys job skills assessments in reading, mathematics, and "locating information"**
- **M-STEP in Science and Social Studies**

STUDENT ASSESSMENT, CONTINUED

The MME 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 admissions process to assess high school students' general education development and their ability to complete college level work.

MME testing is held over a three day period in early March with make-up sessions for these tests scheduled exactly two weeks later. Parents and students will be informed of testing dates and times by announcements from the Guidance Office.

Eighth grade, Freshmen test and Sophomore students will take the PSAT which is a preparatory assessment used to help students prepare for the SAT. Further testing is available from the Guidance Office.

Additional tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help staff determine instructional needs. Classroom tests will be used to help assess student progress and assign grades. These are selected or prepared by teachers to assess how well students have mastered standards specific to a particular course.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing those services.

Depending on the type of testing and specific information requested, parental consent may need to be obtained. The district will not violate the rights of consent and privacy of a student participating in any form of evaluation.

TESTING OUT

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than 77% in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course, or at another time that is mutually agreeable to the course instructor and administration.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
 - a. The course teacher, in consultation with the building principal, will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
 - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on the grade obtained through the testing out and shall be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

SECTION III STUDENT ACTIVITIES

Extracurricular Activities: Pickford Public Schools offers a variety of extracurricular activities for students at most grade levels. Interested students should contact the building principal for information regarding participation in any extracurricular activity be it athletic or non-athletic. Activities include FCCLA, Quiz Bowl, yearbook, Robotics, Student Council, and a variety of MHSAA sanctioned interscholastic sports. The availability of some activities may depend on funding and/or interest. Participation in some extracurricular activities, particularly athletics, is subject to rules of eligibility. Not all activities are available at all grade levels.

Assembly Programs: Occasionally, assemblies are organized to provide activities of either an informational or entertaining nature. Unless otherwise scheduled, these activities will likely take place in the gym or the multi-purpose room. If the activity occurs during the school day, students are expected to attend and conduct themselves in a respectful, quiet, and orderly manner. Misbehavior will result in punishment for inappropriate behavior and may result in being banned from future assemblies.

National Honor Society: The Pickford Chapter of National Honor Society is organized to honor students for outstanding scholarship, leadership, character, and service. The NHS is open to only juniors and seniors. After the first semester of each year, any junior or senior who has a cumulative grade point of at least 3.25 can be considered. The faculty council asks interested parties who meet the above criteria if they wish to be considered and if so, they must submit an application for review. Applying to the council does not guarantee membership. The council's evaluation is confidential, and their decision is final. Any appeals on procedure or dismissal are handled through the Principal.

The application taken to the council asks for a detailed representation of examples of leadership, character, and service. Students seeking eventual induction should pursue activities in their school, in organizations and teams, and in their community, which illustrate leadership, character, and service.

Induction ceremonies will be held in the spring at the annual honors banquet. Once a student is a member, they remain a member as long as they participate in Society activities and haven't displayed grounds for dismissal.

Questions concerning the National Honor Society should be directed to the Principal or NHS advisor.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

SECTION IV STUDENT CONDUCT

ATTENDANCE

ATTENDANCE: Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have truancy procedures implemented against their parents. A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by fines and imprisonment. Our attendance policy aligns with the guidelines that have been recently established in the Chippewa County Truancy protocol.

- Chronic absentee information will be sent home to parents of students that are absent two or more times in a month.
- Notification (phone call and written correspondence) will be made after the fourth absence.
- Parent contact and request for conference will be made after 6 absences in one or more classes.
- A certified letter will be sent home after nine absences with additional request for conference.
- After the twelfth absence, an attendance-planning meeting will be held at the school. The student and parent/guardian will be required to attend this meeting. Failure to attend the meeting will result in a complaint being filed with the Chippewa County Prosecutor's Office.
- Absences beyond 12, unless excused by proper documentation, will result in a truancy complaint being forwarded to the County Prosecutor's office for further review and action.

ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. A parent/guardian may excuse the student by the end of the following school day. A medical note must be turned into the office to excuse the student medically. A parent note for a medical appointment is only a parent excused absence.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to send a note, call, or email the school to explain the reason for the absence. If a contact has not been made to the school by the end of the day, the absence is assumed unexcused. A call and/or email will be sent out notifying the parent or guardian of the unexcused absence. The student will be required to submit a signed note from the parent or guardian explaining the reason for the absence to amend the absence. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

K-12 ATTENDANCE GUIDELINES

ABSENT	K-5	Students that arrive after 8:20 am will be marked absent for morning attendance.
	6-12	Student that is more than 15 minutes late to class, not in attendance.
TARDY	K-5	Students who arrive less than 15 minutes late for class will be marked tardy. Elementary class start time is 8:05 a.m.
	6-12	Students who are less than 15 minutes late will be considered tardy for class. Middle and high school class start time is 8:15 am. The student must have a written pass/excuse from a teacher or the office. A tardy can be replaced with "present" by administration to hold the confidentiality of the student.

T = Unexcused Tardy. A - student who is absent without a pass/excuse. (3 Unexcused tardies equals 1 unexcused absence, which the office will determine)

Excused (E), Unexcused (A), or school excused absences (S) will be determined by the office.

SIGN IN/SIGN OUT

If a student arrives late or must leave early for anything other than a school trip, they MUST sign in or sign out at the high school office. Signing in or out does NOT count as an excuse. All students who sign out must follow the prearranged absence procedure by providing prior notice or by having expressed consent from the Principal. Students MUST come to the office and get a 'permit to leave the building' slip before leaving the building.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the School office before proceeding to his/her first assigned location. Students who are more than 15 minutes late will be considered absent for that instructional period. A student receiving their first tardy in any class will receive a warning. If tardiness is habitual, detention will be assigned, and a referral made to the principal for intervention.



CODE OF CONDUCT

In accordance with the State of Michigan Laws, the Board of Education has the responsibility to make reasonable rules and regulations relative to the management of the school district. This includes regulations relative to the conduct of students while in attendance at school or en route to and from school. The goal of student discipline and management is to create a supportive educational culture in which all energy is focused on the learning process. A positive atmosphere that is learning-centered is critical to developing student academic and leadership abilities. It is imperative that parents, teachers, and students work cooperatively to follow this code of conduct and use it to develop habits that will assure student success.

Expected Behaviors for grades 6-12

Pickford students ROAR: They are Respectful, Optimistic, Appropriate, and Responsible

	Classroom Instructional Areas	Non-instructional Areas (offices/library/gym computer lab)	Breakfast Lunch	Hallways Common areas Bathroom	School Grounds	Special Events: (assemblies/ field trips/ extra-curricular)
Be Respectful	*Right to teach-right to Learn. *Respect school property. *Electronics off and out of sight.	*Wait your turn quietly. *Respect guests. *Determine importance of office visit. *Respect others' property.	*Use reasonable volume. *Line forms next to wall. *Stay in place in line.	*Yield to adults & little ones. *Use reasonable volume and language. *Respect others' use of hallways.	*Respect authority of all Staff. *Expectations adhered to at all school functions.	*Respond appropriately with good manners. *Be attentive and sit quietly. *Electronics off & out of sight.
Have an Optimistic Attitude	*Encourage others *Open to learning *"I can" attitude.	*Be helpful.	*Use please & thank you. *Be positive.	*Encourage others. * Be helpful.	*Be helpful. *Remember school spirit.	*Demonstrate school pride.
Be Appropriate	*Keep hands, feet, objects to self. *Acceptable language *Follow dress code	*Acceptable language and good manners. *Observe personal space. *Remain in designated student areas.	*Use acceptable language. *Use good table manners.	*Walk *Observe personal space-PDA.	*Use property respectfully.	*Demonstrate appropriate participation. *Ask appropriate questions.
Be Responsible	*Be timely. *Come prepared, leave prepared. *Seek assistance when needed.	*Follow adult directions. *Use teacher permission to leave the classroom.	*Food stays in cafeteria *Clean up your area. *Put garbage in cans.	*Keep halls clear of personal items. *Put trash in cans. *Shut lockers.	*Throw trash in cans. *Park vehicles in designated student areas.	*Walk in quietly. *Wait for dismissal.

Pickford Elementary Behavior Expectation Matrix

Location → Expectations ↓	Bathrooms	Buses/Lines	Cafeteria	Classroom	Hallways	Playground	Special Events/ Assemblies/ Field Trips/ Extra-Curricular	Arrival	Office
R E S P E C T F U L	+ Knock on stall door + Give others privacy + Use quiet voices + Keep bathroom Clean + Wait your turn	+ Observe personal space + Use inside voices + Follow bus driver's rules + Place trash in trash cans	+ Wait your turn in line + Use quiet voices + Eat your own Food + Use your polite manners + Keep hands to yourself	+ Use quiet voices + Wait your turn + Stay seated + Respect your Teacher's right to teach + Listen	+ Use quiet voices + Hold door open for person behind you + Walk directly to destination + Have hall pass + Stay to the right + Yield to adults and little ones + Leave hats & electronics in locker	+ Take turns with playground equipment + Play fair- follow rules + Include everyone	+ Stay within personal space + Hands and feet to self + Respond appropriately with good manners + Leave electronics in locker or classroom + Look & listen	+ Observe personal space + Be on time + Take care of homework, notes & lunch money.	+ Wait your turn + Use "please" and "thank you" + Use student door + Come in Quietly + Appropriate Language + Good manners
R E S P O N S I B L E	+ Go-flush-wash + Return to room promptly + Report problems to an adult + Use nearest bathroom	+ Keep track of your belongings	+ Keep food to yourself + Sit with feet on floor, bottom on bench, and facing table. + Food stays in cafeteria + Put garbage where it belongs + Clean up your area	+ Keep hands and feet to yourself + Sit with feet on floor, bottom on chair, and facing desk + Walk + Bring all materials to class + Accept consequences	+ Walk + Hold door open for person behind you	+ Keep playground free of trash + Line up when bell rings + Stay within playground boundaries	+ Walk in quietly + Exit quietly	+ Be on time + Hang up coats and backpacks	+ Have office pass + Know your after school schedule
R E A D Y to L E A R N	+ Use bathroom at designated times + Use quickly + Leave electronics In locker	+ Be on time at your bus stop + Remain seated		+ Be on time + Have pencil, books, and materials + Follow quiet Signal + Use sharpener at appropriate times	+ Walk directly to destination + Have hall passes available		+ Ask appropriate questions + Follow quiet signal	+ Be on time + Have materials ready	+ Learn from Visits
S A F E	+ Follow bathroom rules + Wash hands	+ Be friendly and courteous + Stay seated	+ Walk + Sit on your bottom	+ Walk + Follow rules + Hands, feet and words to self	+ Stay to the right + Walk + Keep hallways free of obstructions	+ Be aware	+ Sit quietly + Observe + Enter and exit Quietly	+ Walk	+ Observe personal space + Follow adult direction

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. **This code specifically includes any requirements for facial masks that is passed by the Pickford Board of Education.**

"Personal expression" is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Are obscene, profane, drug related, gang related or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

General guidelines: In general, clothing needs to be clean and appropriate for school. Shoes must always be worn. The following examples of appropriate and inappropriate clothing and/or accessories (including jewelry).

Inappropriate Apparel

Clothing must cover the torso and fit appropriately.

Shorts, Skirts and Dresses - A sufficient length to cover the legs with a 3 inch inseams considered the minimum

Pants, Shorts, and Skirts - MUST NOT have holes in areas within the 3 inch inseam guidelines

Jewelry - NO spikes or studs, safety pin accessories

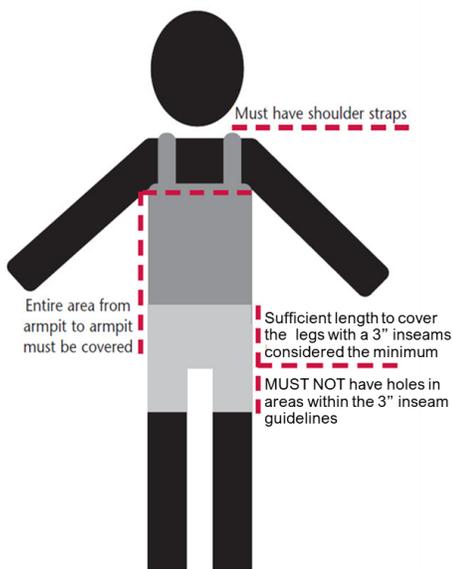
NO Undergarments showing

NO Inappropriate subject matter or profanity

NO Trench Coats worn during school

NO Blankets worn or carried in school

NO Sunglasses in the school during the day



Catchall: The grooming section could extend for pages and not specify every garment. Much is left up to the interpretation of the staff and administration. If, in the opinion of the staff or administration, a person's

attire is deemed inappropriate because it does not fall within the expressed or implied guidelines stated above, the student can be asked to change their clothes or refrain from wearing a certain garment in the future.

Students who are not dressed appropriately will be asked to change clothing and return to class. There is some clothing available in the office that students may borrow. Students will not be allowed to return to class until they are appropriately attired. If the student refuses to change into appropriate clothing, a parent may be called to bring appropriate clothing to the school. Disciplinary action will be taken for students who abuse the dress code policy.

Students who are representing Pickford at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

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.

Due to our COVID 19 response, we will be allowing students to use their backpacks, to reduce the use of lockers and congregating in the hallways.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages 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.

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 the words "safe" and "orderly". 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.

Each of the behaviors described below may subject students to disciplinary action including detention, suspension, and / or expulsion from school. The district reserves the right to utilize informal punishment, which is explained in the Discipline section. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

OFFICE DISCIPLINE GUIDELINES

Prohibited Student Conduct - Students may be disciplined for misconduct, including but not limited to the following:

- 1) Using, possessing, distributing, purchasing, or selling tobacco materials.
- 2) Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- 3) Using, possessing, distributing, purchasing, or selling illegal drugs. The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation.
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4) Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
- 5) Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. Students are prohibited from using WCD/s to capture, record or transmit the words and/or images of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmissions of such words or images. Talking or transmitting images or messages during testing is considered cheating. Refusal to turn over a WCD is considered insubordination. The use of cell phones or video devices in restrooms or locker rooms is strictly prohibited and may result in suspension/expulsion from school. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day.
- 6) Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7) Disobeying rules of student conduct or directives from staff members or school officials.
- 8) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9) Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
- 10) Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 11) Being absent without a recognized excuse.
- 12) Being involved with any public school fraternity, sorority, or secret society.
- 13) Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 14) Violating any criminal law, including but not limited to, assault, battery, arson, extortion, theft, gambling, trespassing, eavesdropping, and hazing. Criminal acts taken at or related to the school will be reported to law enforcement. It is not considered double jeopardy when school rules and the law are violated. School officials reserve the option of contacting law enforcement when they deem necessary.
- 15) Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 16) Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
- 17) Participating in a student demonstration that causes disruption of any school activity.
- 18) Making false alarms and false safety reports.
- 19) Being truant or skipping school.
- 20) Using any school property or any private property located on school premises in an unauthorized manner.
- 21) Refusing to accept usual informal discipline for behavior infractions.
- 22) Aiding or abetting violation of school rules. Students are expected to resist peer pressure and exercise sound decision-making regarding their own behavior.
- 23) Engaging in public displays of affection. This includes touching, petting, or any other contact that may be considered sexual in nature.
- 24) Consistently and continuously violating school/classroom rules. This section also applies to general misbehavior such as swearing, littering, running in the hallway, etc.

25) Disrupting the educational process. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time,
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school,
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

WEAPON FREE SCHOOLS

In order to provide a safe learning environment for all children, our schools must be weapon-free.

- Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, a knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.
- As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, a knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray, explosives, fireworks, and chemical reaction objects such as smoke bombs.
- School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

BULLYING, INTIMIDATION AND HARASSMENT

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

No person shall harass, intimidate, or bully another based upon race, color, national origin, sex, sexual orientation, gender identification, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening, or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Any student who believes that s/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 take immediately the following steps:

If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom (s)he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to 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 will discuss the subject outside of the investigation.

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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

PHYSICAL ASSAULT

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for **up to 180 days**.

INTERNET ACCEPTABLE USE

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The District Acceptable Use Policy specifies particular expected behaviors and guidelines for technology use. The rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

CLOSED CAMPUS

Pickford Schools maintains a **closed campus** policy for grades ALL STUDENTS. Once a student arrives on school grounds for the day, regardless how they arrived, they fall under the closed campus policy. Students may not leave campus during lunch, except with specific permission granted on a limited case by case basis by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at a table. Students shall remain in the lunchroom or other designated areas until the end of their lunch period:

Cafeteria Rules

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the end of their lunch time, or as otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. Guests will be subjected to a criminal background check. The Principal reserves the right to deny a request. A guest must be "age appropriate," defined as under the age of 20 and no more than 1 year past high school graduation.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

- Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
- Vandalize or steal;
- Haze other students;
- Behave in a manner that is detrimental to the good of the school; or
- Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 students will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

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 days or less, 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, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

When a student is suspended, s/he may make up work missed after the return to school.

Any learning that cannot be made up such as labs, field trips, skill practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned. A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- ❖ the charge and related evidence
- ❖ the time and place of the Board meeting
- ❖ the length of the recommended expulsion
- ❖ a brief description of the hearing procedure
- ❖ a statement that the student may bring parents, guardians, or counsel
- ❖ a statement that the student may give testimony, present evidence, and provide a defense
- ❖ a statement that the student may request attendance of school personnel who were party to the action or accused
- ❖ the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Principal during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the superintendent or president of the Board. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Pickford School 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. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

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 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.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

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.

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. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A material cannot be displayed if it:
 - Is obscene to minors, libelous, indecent, or vulgar,
 - Advertises any product or service not permitted to minors by law,
 - Intends to be insulting or harassing,
 - Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

LOCKERS

Locker use is a privilege, and the lockers are the property of the School. Anyone using a locker is responsible for the care, cleanliness, and the contents of that locker. Lockers are to be kept clean, orderly, and locked at all times. Students cannot switch locker assignments or double up. The school administration reserves the right to search student lockers in a blanket search at any time and to search an individual locker for any reasonable suspicion. Students who place locks other than those purchased from the school on their lockers must be able to provide the district with immediate access or accept that the lock may be cut off without compensation.

Students who decorate their locker may only do so on the inside and with pictures, text, or other representations that are not obscene. Decorating one's locker with material representing tobacco, alcohol products or related to drug use is prohibited.

Students who utilize shelves are encouraged to remove them at the end of the year if they wish to use them again. The school is not responsible for articles removed from a locker without the owner's consent. If it appears to be a theft, it will be investigated unless the locker was unlocked. Valuable items and sums of money should not be left in a locker. Hats and Backpacks are permitted due to the COVID situation.

TEXTBOOKS

Most classes have a textbook associated with that particular subject. When students are assigned a textbook, they are responsible for that textbook up to the value of its replacement. If a student loses, damages, or desecrates a textbook, they will be asked to compensate the District prior to the issuance of any new textbook. Loaning or borrowing texts is discouraged. Taking another student's text is considered a form of stealing and will be treated as such.

PARKING

Students are allowed to arrive at and leave from school with a vehicle provided:

- The operator has all appropriate licenses, and the vehicle is properly registered and licensed. This applies to all motorized vehicles to include snowmobiles, motorcycles, and the like. Parking registration forms are available in the high school office.
- Students must complete a Student Driver Registration form and have a School Parking Permit to park in the school parking lot.
- The vehicle must be operated in a safe manner and observe all traffic speed limits and laws, especially regarding the loading and unloading of buses.
- That once the vehicle arrives on school property, it is parked and not used or even returned to unless a student has the expressed consent of the building Principal. Students are not to be in the parking lot or sit in the vehicle during lunch or any other time of the day prior to dismissal unless permission has been granted.

Students may park their vehicles in the student parking lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Staff and visitor parking MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in vehicles parked on school grounds. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as

well as referral to law enforcement. Student vehicles must be registered with the office and parking decals/tags must be displayed on the vehicle window.

CAREER CENTER STUDENTS

Students who attend the Career Center must be aware that while in attendance at Sault High, their conduct is governed by Sault High School policy and Pickford High School policy. Any activity or action which is a violation of Pickford High School policy, though committed at the Career Center, will still be treated as if it occurred in the Pickford building. The same holds true for any policy infraction, which takes place en route to the Sault.

A Career Center bus is provided for students attending the Career Center. Students are not to drive their own vehicles to the Career Center unless expressed, prior permission has been granted by the building Principal in response to a written request from the student's parent. The driver is not to be accompanied by any other students going to or from the Career Center.

This text is a student's warning. Anyone driving or riding to Career Center in a vehicle other than the Career Center bus, without prior permission from the principal, will be suspended for up to three days for the first offense. Repeat offenders will be removed from the Career Center. If removal from the Career Center falls at such a time as the student cannot be scheduled into morning classes at Pickford, they will be considered half-time until the next semester and forfeit all credit for morning classes.

In order to obtain prior approval, the Principal must have a note from the student's parent. Approval will only be granted for day-by-day permission; no blanket permission will be granted.

While at the Career Center, students are expected to maintain passing grades. A student who fails a semester at the Career Center will be removed for the subsequent semesters unless the Principal determines extenuating circumstances have occurred.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

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. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. To schedule a time to meet with the Principal, please see the office secretary.

SECTION V – TRANSPORTATION

BUS TRANSPORTATION

School-provided bus transportation to and from school or to school-related activities is a privilege. In order to maintain that privilege, all riders must observe bus rules at all times. Riders must also follow the reasonable directives from the bus driver. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

BUS CONDUCT

Riders who fail to follow the bus rules or heed the directives from the driver may have their riding privileges revoked. The basic bus rules are listed below:

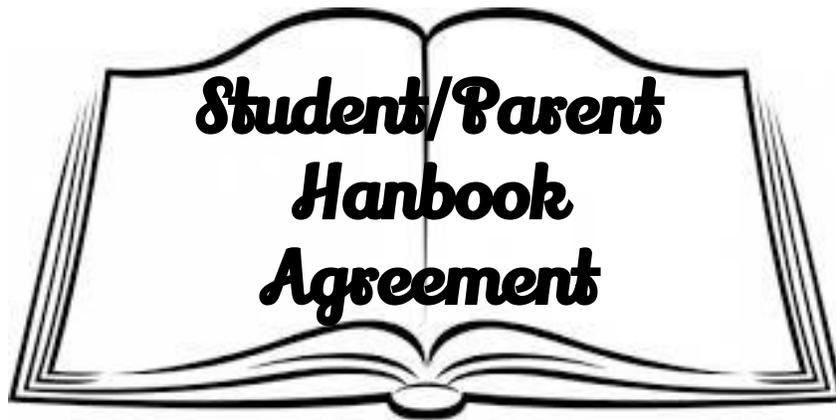
- ✓ Conform to the directives of the driver and help assure safety at all times.
- ✓ Be on time at the bus stops. The bus cannot wait.
- ✓ While waiting for the bus, stay off the roadway.
- ✓ Cross in front of the bus when crossing the highway, staying at least 10 feet in front of the bus.
- ✓ Before entering or exiting the bus, wait for it to come to a complete stop. When riding, remain in your seat until the bus has stopped.
- ✓ Remain in your assigned seat at all times.
- ✓ Refrain from shouting, whistling, or other loud noises.
- ✓ Refrain from fighting or harassing other students.
- ✓ Use respectful language only.
- ✓ Keep hands and all body parts inside the bus at all times.
- ✓ Take appropriate care of the bus and all of its fittings.
- ✓ Refrain from eating or drinking. Tobacco, alcohol, or drug use is strictly prohibited.
- ✓ Any changes in routine must be accompanied by a note from the parents AND approval from the Principal. Bus slips can be obtained from the office.
- ✓ Refrain from throwing anything.
- ✓ Be advised that all other applicable school policies pertain to bus stops and the bus. Violations could result in punishment in addition to bus discipline depending on the infraction.
- ✓ Parents will be liable for any defacing or damage students do to the bus.

Parent/Student Handbook Acknowledgement

Dear Parent/Guardian and Student,

Please sign this form and return to the office. Thank you for supporting our school rules and policies. Your support helps us in our quest to create a safe, orderly, and supportive learning environment for all Pickford Public School students.

Angela Nettleton, Superintendent/K-5 Principal
Matt Johnson, Middle/High School Principal (6-12)



Print Student Name _____

Grade _____

I have read the current Student handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

Signature of Student _____

Date _____

Signature of Parent _____

Date _____