

The

PARK



STUDENT HANDBOOK

Plymouth-Canton Educational Park
Canton | Plymouth | Salem

Code of Conduct

PLYMOUTH-CANTON
Community • Schools

2011-2012

<http://pcep.pccs.k12.mi.us>

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SCHOOL DIRECTORIES

TITLE	NAME	PHONE	LOCATION
Park Principal	Bill Zolkowski	(734) 416-7783	Salem
Secretary to the Park Principal	Barb Zdrodowski	(734) 416-7782	Salem
Communications Coordinator	Mary Holaly	(734) 416-3297	Salem
Business Services / Building Use	Lisa Kisabeth	(734) 582-6913	Salem
School Nurse	Mary Ann Stevens	(734) 416-7707	Plymouth

Canton High School

TITLE	NAME	PHONE
Associate Principal (students A-E)	Carrie Lawler	(734) 416-7545
Secretary To The Associate Principal	Ellen Schroeder	(734) 416-7544
General Office	Jana Johnson	(734) 416-7535
Assistant Principal (students M-R)	J. Calvin White	(734) 455-6776
Assistant Principal (students F-L)	Lisa Del Vecchio	(734) 416-7540
Assistant Principal (students S-Z)	Bruce Siegel	(734) 582-6882
Canton Records Office Secretary	Linda Delezenne	(734) 455-6790
Counseling Office Secretary	Nancy Behr	(734) 455-6794
Attendance	Canton Attendance Office	(734) 416-7501

Plymouth High School

TITLE	NAME	PHONE
Associate Principal (students M-R)	Cheri Steckel	(734) 582-5600
Secretary To The Associate Principal	Brenda Smith	(734) 582-5602
General Office	Debbie Phillips	(734) 582-5501
Assistant Principal (students A-E)	Jay Blaylock	(734) 582-5707
Assistant Principal (students S-Z)	Tyrone Weeks	(734) 582-5588
Assistant Principal (students F-L)	Kim Villarosa	(734) 582-5775
Plymouth Records Office Secretary	Donna Hensel	(734) 582-5582
Counseling Office Secretary	Nancy Gerst	(734) 582-5818
Attendance	Plymouth Attendance Office	(734) 582-5545

Salem High School

TITLE	NAME	PHONE
Associate Principal (students M-R)	Nancy Laws	(734) 416-7785
Secretary To The Associate Principal	Marge Hay	(734) 416-7786
General Office	Diane Pirrie	(734) 416-7802
Assistant Principal (students S-Z)	Shailee Patel	(734) 416-7740
Assistant Principal (students A-E)	Allie Suffety	(734) 416-7804
Assistant Principal (students F-L)	Lawrence Stroughter	(734) 416-7808
Salem Records Office Secretary	Marilyn Jaeger	(734) 416-7793
Counseling Office	Linda Walther	(734) 416-7755
Attendance	Salem Attendance Office	(734) 416-7810

P-CEP SECURITY (734) 416-2902 • Anonymous Tip Line (734) 416-2920

WELCOME TO PLYMOUTH-CANTON EDUCATIONAL PARK

P-CEP, a 305-acre campus site, is the home of three accredited, comprehensive high schools: Canton High School, Plymouth High School and Salem High School. Together these schools are committed to providing a safe and orderly environment which is rich in multiple learning opportunities. Through a broad spectrum of course selections and a vast array of co-curricular and extra-curricular activities, P-CEP strives to develop responsible citizens, well prepared for a variety of post-high school experiences. Standards for student behavior are outlined in this handbook and should be reviewed by students, parents and staff. A collaborative effort is essential to nurture a positive and cooperative learning atmosphere where everyone is treated with dignity and respect.

MISSION STATEMENT

Every student will master the knowledge and skills necessary to be a productive citizen and lifelong learner.

The unique environment at Plymouth-Canton Educational Park supports academic excellence, personal success and community participation.

HUMAN DIGNITY STATEMENT

The Board of Education, recognizing that we are a multi-racial, multi-ethnic school district, believes it is a part of our mission to provide a positive, harmonious environment in which respect for the diverse make-up of our school community is promoted. A major aim of education in the Plymouth-Canton Community Schools is the development of a reasoned commitment to the core democratic values of our nation.

In accordance with this aim, the school district will not tolerate behavior by students or staff, which insults, degrades, or stereotypes any race, gender, disability, physical condition, sexual orientation, marital status, ethnic group, or religion.

NON-DISCRIMINATION POLICY

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

If any individual believes that he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, a complaint should be directed to the following coordinators:
Title II, Executive Director for Human Resources
Title IV, VI, IX, 504-students, Special Education/IDEA, Director for Student Services
Title VII, 504-employees, Age Discrimination, ADA, Executive Director for Human Resources

All complaints and/or requests for accommodations should be directed to the persons specified above at 454 South Harvey Street, Plymouth, MI 48170, (734) 416-2701. All complaints will be handled in accordance with Board Policy and Administrative Guidelines.

GENERAL INFORMATION

ACCIDENTS/ILLNESS/INJURY

For your own safety, any accidents or serious illnesses that occur in the school building, on school property, at practice sessions or at events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and to the nurse's office. An accident or injury report must be completed for all occurrences. Injury as a result of student fights must also have accident report(s) on file.

ANNOUNCEMENTS

Announcements regarding school activities, meetings, athletics, scholarship/counseling information, etc. are printed weekly and posted in classrooms and the general offices. Announcements are read three times a week over the STS system during second hour in all three buildings. Students are urged to listen and keep informed of all school activities. These announcements are also available on the P-CEP Web site <http://pcep.pccs.k12.mi.us> or by subscribing to school news by clicking "Subscribe to School News" icon on the P-CEP Web site or going directly to <http://pcep.pccs.k12.mi.us/rss.xml>.

CHANGE OF ADDRESS/ EMERGENCY INFORMATION

Updating the address on the Emergency Card does not alert the Records Office. Please inform your student's home school Records Office so that we can be sure you get all important school mailings. The home school Records Office must receive a copy of a warranty deed for a new house, recent property tax statement with recent utility bill, or signed rental agreement /lease agreement with recent utility bill showing your name and address in order to change our records. (Rental agreements must include a notarized signature of the homeowner.) Please write the student's name and ID number on the document.

COMPUTER USE

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

DIRECTORY AND PUBLICATION INFORMATION

The following items are designated as directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph or electronic images as published in school yearbooks and newspapers. In accordance with the 2001 National Defense Authorization Act, directory information will be supplied to military recruiters unless parent/guardian provides written notice to the counselor.

FIRE, LOCKDOWN AND TORNADO DRILLS

Periodic drills are held at regular intervals during the school year. The purpose of these drills is to acquaint you with standard procedures in case of an emergency. It is important to become familiar with the rules and proper exits from each building. Each room has a poster giving instructions for that area. Teachers in each classroom will review safety instructions with students. Students are expected to take these drills seriously and evacuate to a designated safe area in a quick and orderly manner.

Any tampering with fireboxes or fire extinguishers could endanger a life. You could be held liable for any damage. Tampering with fireboxes or fire extinguishers and/or falsely activating a fire alarm will result in school discipline. This is also a violation of State Law 750.240 and could result in prosecution.

FREEDOM OF SPEECH

It is understood that the student's freedom of expression is not absolute and is limited. Students may practice freedom of speech, freedom of expression of ideas, and freedom of the press keeping in mind recent Supreme Court decisions. They should refrain from libel and/or slanderous remarks that damage a person's reputation, as well as obscenity in verbal and written expression. Students should recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner. Freedom of speech must not interfere with the educational process.

GRADE REPORTING

P-CEP provides regular communication regarding academic grades through quarterly report cards. Zangle ParentConnection can be accessed on a daily basis at <https://zangleweb.resa.net/PlymouthCanton/ParentConnect>. The first three report cards are sent home with the student and the final report card for the year is mailed to the student's residence at the end of the school year.

IMMUNIZATION RECORDS

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

LOCKERS

School locks and lockers are the property of Plymouth-Canton Community Schools. Those students wishing to have a lock and locker assignment will be issued their assignment for their entire high school period. Lockers are assigned to students for convenience and storing supplies, coats, and other items essential to the educational process. Periodic lock and locker checks are designed for the purpose of insuring school safety and student welfare. Students will not change lockers or locks without the permission of the administrator in charge of lock and locker assignments. Only school issued locks are allowed on lockers.

- Do not keep money or valuables in your locker.
- Do not give your locker combination to anyone.
- If your lock or locker does not work properly, you should contact your general office for direction.
- A \$10 charge will be assessed for a locker not cleaned out at the end of each school year or an unreturned lock.

School authorities, for any reason, may conduct periodic general inspections of lockers at any time without notice, student consent or a search warrant. Students should have no expectation of privacy in the use of a locker. For specific information, please refer to Board Policy 5771.

LOST AND FOUND

The lost and found container for clothing and school materials is located in the Cafeteria of each high school. Students who find articles or valuable items such as: keys, electronic devices, jewelry, purses and wallets are expected to turn them into security staff or an office. Owners may claim articles, if identified. If a student has lost an item, they are encouraged to file a report with Security in any building.

MANDATORY REPORTING OF STUDENT'S HEALTH AND SAFETY

Our first concern is always for our students' health and safety. For this reason, staff members are required to report any information that suggests a student may be harmful to herself/himself or to others. In the event that any student discloses such information directly to a staff member, or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity, or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students.

MEDICATION

Students taking prescribed medication or over-the-counter medications must have a Medication Authorization Form (#5330-F1) completed by a doctor and co-signed by the parent/guardian on file in the nurse's office. All medications are to be kept in the original prescription (or over-the-counter) bottle in the nurse's office. Students are not allowed to carry any medicines at school unless specifically ordered by the physician. Students with appropriate written permission from the physician and parent (Self-Administration Form #5330-F2) may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Use of Epinephrine (Epi-pen) is administered only in accordance with a written medication plan developed by the school nurse. All questions should be directed to a school nurse. Violation of policy could result in disciplinary consequences.

PARK COMMUNICATION

The STS (Student Television Service) program generates broadcasts during second hour on Mondays, Wednesdays and Fridays. The content includes informational items, school news, feature stories and editorials. On Tuesdays and Thursdays announcements are read over the public address system, also during second hour. Students who wish to submit materials to be aired through either of these media must submit a written request to the Communications Office located in Salem at least one week in advance of the requested air date. Approval will not be granted for content that school officials reasonably conclude may cause a material and substantial disruption to the educational environment.

Permission to post any signs, posters, or flyers likewise must be received by the Communications Office located in Salem High School (General Office). Any posted material not approved will be removed. Approval will not be granted for content that school officials reasonably conclude may cause a material and substantial disruption to the educational environment. Unauthorized distribution of any materials will be halted and disciplinary action may be imposed in accordance with the Code of Conduct.

STUDENT RIGHTS OF EXPRESSION

P-CEP 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, non-commercial 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:

1. Is obscene to minors, libelous, indecent, and pervasively vulgar,
2. Advertises any product or service not permitted to minors by law,
3. Invades the rights of another person which could result in tort liability to the school,
4. Constitutes insulting or fighting words, the very expression of which injures or harasses other people,
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes, or is likely to cause, a material or substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

Anyone wishing to distribute non-school sponsored material must submit for approval a copy of the material for approval to the Communications Office, Phone 416-3297, at least forty-eight (48) hours in advance of desired distribution time, together with the following information:

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

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

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

Consequences for non-compliance: Please see Range of Disciplinary Consequences.

DEFINITIONS

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

Distribution means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale, and accepting donations for copies. It includes displaying written material in areas of the school, which are generally frequented by students.

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

Materials and substantial disruption of a normal school activity means:

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

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

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

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

Obscene to minors means that:

1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distributing is requested, such as conduct describing intimate sexual acts.
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

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

SCHOOL RESOURCE OFFICERS

Canton Police Department School Resource Officers are regularly on P-CEP campus, working in partnership with the schools to enhance the educational setting. Their tasks are varied, including but not limited to law enforcement, classroom presentations, link to court and service agencies, advice/counsel for students and parents, and resource for school officials.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles and personal effects (e.g., purse, book bag, and athletic bag) may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others and to maintain order and discipline in schools. All searches may be conducted with or without a student's consent. Illegal or contraband materials may be turned over to proper legal authorities for ultimate disposition. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal, against school policy or outside the original scope and/or purpose.

Canine Inspections: In an effort to keep the schools and District premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illicit drugs, alcohol, weapons, and gun powder based items, or other illegal controlled substances in school lockers and in student vehicles. Such inspections by school authorities and trained dogs may be announced or unannounced and be made at any time.

STUDENT RIGHTS AND RESPONSIBILITIES

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

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

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact a principal, security or any other adult at school and may complete a complaint form.

STUDENTS WITH SPECIAL NEEDS

Students with disabilities are to abide by the code of conduct. All students with identified disabilities will be afforded the procedural safeguards of IDEA and Section 504, of the Rehabilitation Act of 1973.

TECHNOLOGY – GUIDELINES FOR SECONDARY STUDENTS' RESPONSIBLE USE

School technology supports teaching and learning. All students are held responsible for their actions and activities while using school technology.

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

TEXTBOOKS

The school furnishes textbooks to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. Students will be held responsible for unreasonable textbook damage, repair or replacement. Students will be required to return the textbook issued to them through the barcode system.

TRAFFIC ENFORCEMENT

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

VISITORS

Student visitors are not permitted. Under no circumstances is a student to bring friends or other members of the family to school for the purpose of providing supervision. Guests and presenters involved as participants in special school events; can be approved by the building principal (e.g. the Student Government, National Honor Society, etc.). Authorized visitors are required to register in the general office.

- Students will only be admitted to classes for which they are enrolled.
- Visitors deemed to be trespassers might be ticketed. "A trespasser is a person who has no legitimate business on P-CEP property and has not complied with the rules pertaining to visitors."

WORK PERMITS

The application form to obtain a work permit for high school students may be obtained from each of the high school offices. The prospective employer must fill out the application form and then the student can return the completed form along with a document that includes a birth date (birth certificate, passport, driver's license, school schedule, etc.) to the school office for verification. The work permit will be kept on file at the employer's place of business.

ACADEMICS

ACADEMIC CONDUCT

All students at P-CEP are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports and documentation of sources is expected unless the teacher specifically says that it is not necessary. Academic integrity means representing oneself and one's work honestly. Academic dishonesty will impact the student's grade.

ALTERNATIVE EDUCATION OPPORTUNITIES

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

(See P-CEP Program of Studies for detailed information.)

- Journey Program – (Grade 9)
- Alternative Education Program– (Grades 10 –12) including: Student Service Center, Female or Male Topics, Mentoring and Mediating
- Starkweather Center – (Grades 10-12) Off-site Alternative High School
- Mentoring and Mediation – (Grade 12)

CO-OP TRAINING

Cooperative education or “co-op” is a technique for receiving on-the-job experience for pay while enrolled in an approved related class. Training may be elected during any semester or during the summer. Please reference the Program of Studies for further information.

DUAL ENROLLMENT

See the P-CEP Program of Studies document

FOREIGN EXCHANGE PROGRAMS

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

GUIDANCE SERVICES

Guidance services are provided in each high school so that students with concerns regarding personal or educational issues can see their counselor. Students are encouraged to see their counselors between classes, during lunch hours or arrange for a scheduled conference through the guidance secretary. The Guidance and Counseling Department provides many services. Some examples of these services are assistance in:

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

HONOR ROLL

The honor roll requires that a student earn a 3.0 grade point average. Students who receive a grade of “D,” “E” or “I” shall not be included in the honor roll listing.

SUMMER SCHOOL PROGRAM

The district offers a summer school program for students entering grades 9-12. Students may take classes for credit recovery. Select courses may be taken for the first time. This is a fee-based program. For more information, contact your guidance counselor.

TEST OUT INFORMATION

Please refer to the P-CEP web site for the most up-to-date test out information.

STUDENT ACTIVITIES

Students are encouraged to participate in co-curricular activities. Clubs and organizations give students an opportunity to improve leadership qualities, learn new skills and meet other students with similar interests and to have fun.

Canton, Plymouth, and Salem High Schools offer a variety of co-curricular and extra-curricular activities and clubs. These organizations give students an opportunity to participate in an area of interest while developing social and leadership skills. A list of activities is available in each school's general office and at <http://pcep.pccs.k12.mi.us>.

ATHLETICS

The Plymouth-Canton Community Schools are voluntary members of the Michigan High School Athletic Association and compete only with member schools. As a member school district, the schools of Plymouth-Canton agree to abide by and enforce all rules and regulations of the Association. Representing the school as an athlete is a privilege with related responsibilities. To establish and maintain eligibility, student athletes must comply with the policies of the Michigan High School Athletic Association and Plymouth-Canton Community Schools. As a school related activity, all athletic events are subject to the student code of conduct at minimum. Additional consequences may be imposed through the Athletic Department Handbook. Before an athlete may participate in any interscholastic contest, he/she must be currently passing four classes as well as having passed four classes the previous semester. Detailed guidelines for athletes are available in the Athletic Department Handbook.

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

BANKING & FINANCIAL SERVICES

P-CEP is in partnership with Community Federal Credit Union to offer financial services to students. Student credit unions operate in all three high schools to provide students a basic understanding of financial institutions and practical money management skills. Advanced Marketing students serve as credit union volunteers.

After opening in October, the student credit unions will be open each week during lunch periods. Students may make deposits and withdrawals up to \$40. Students will have regular accounts with Community Federal Credit Union that may be accessed at local branches in Canton, Plymouth, Northville and Novi any time.

CANDY SALES & FUND RAISING ACTIVITIES

All candy sales and fundraising requests (in-school or community) and the selection of vendors must be approved in advance by the sponsor and/or faculty person in charge of the group requesting the sale and by the assistant principal in charge of fund raising. Officially recognized clubs, teams, classes, etc., that fail to receive advance approval to sponsor a fund raising sale or activity will have their activity terminated regardless of the monetary consequences. The Business Service Office (located in Salem) oversees all fund raising activities.

STUDENT GOVERNMENT

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

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

STUDENT CODE OF CONDUCT

PURPOSE

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives for this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

The Student Code of Conduct that follows is the District response to requirements contained in the Michigan Safe Schools Code of Conduct. The code requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This code is an outgrowth of collaboration between District and P-CEP staff. This Code provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct.

STANDARDS FOR STUDENT CONDUCT

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

ELASTIC CLAUSE

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

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

OFFENSES AND CONSEQUENCES

The following list identifies administrative responses to infractions of the code of conduct.

RANGE OF DISCIPLINARY ACTION

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

- Conference with student
- Problem solving meeting
- Conference with student and parent/guardian
- Intervention conferences
- Peer mediation
- Behavior plan/contract
- Exclusion from Commencement and other senior activities
- Agency referrals*
- Police involvement
- Before or after school detention
- Saturday detention
- In-school suspension
- Out-of-school suspension
- Recommendation for expulsion

*The school district's provision of information regarding referrals to an outside agency is not an express or implied offer to pay, in

full or in part, for any expenses, which the student may incur for his/her participation with the agency.

A student placed on suspension is not allowed on school grounds or at school activities for any reason during the suspension period, unless authorized by an administrator. The suspension period officially concludes at 7 a.m. on the day the student returns to school. Co-op students may not work at the co-op job during the suspension. ANY STUDENT ON CAMPUS DURING A SUSPENSION WILL BE CONSIDERED A TRESPASSER.

STUDENT DUE PROCESS RIGHTS

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

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

When a student is considered for long-term suspension (more than ten days or expulsion) the student will receive a formal letter of notification addressed to the parents. The letter will contain:

- charges and related evidence;
- time/place of the hearing and Board meeting;
- length of the recommended suspension or expulsion;
- a brief description of the hearing procedure;

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

APPLICATION OF SCHOOL RULES

Student Handbook rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. The following list explains violations of expected behaviors.

ARSON/FIRE

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

Consequence: The penalty for any unauthorized burning shall range from out-of-school suspension to petition of the Board of Education for expulsion and possible police involvement. Arson is a felony offense punishable by mandatory expulsion under State Law.

STUDENT ON STUDENT ASSAULT

Some fights may demonstrate an intensity to be considered an assault as defined by state law (MCL 380.1310, 380.1311a) and evaluated under the State Statute. Any student who commits a physical assault at school, at a school activity or on a school related vehicle against another student shall be suspended or expelled from the school district (for up to 180 school days). A district superintendent or building principal who receives a report described in this section shall forward the report to the school board. See MCL 380.1310. Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

STUDENT ON EMPLOYEE/VOLUNTEER/ CONTRACTOR ASSAULT

Some fights may demonstrate an intensity to be considered an assault as defined by state law (MCL 380.1310, 380.1311a) and evaluated under the State Statute. Any student who commits a physical assault at school, at a school activity or on a school related vehicle against a person employed by or engaged as a volunteer or contractor by the School District shall be expelled from the school district permanently. A district superintendent or building principal who receives a report described in this section shall forward the report to the school board. See MCL 380.1311a. Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

ASSAULT - SEXUAL/RAPE

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). MCL 380.1311(2).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

ASSAULT - VERBAL AND/OR THREAT

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

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

STUDENTS WHO HAVE COMMITTED MISCONDUCT IN OTHER SCHOOLS

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

ATTENDANCE

Philosophy

Attendance is one of the most important single factors contributing toward greater levels of achievement by students. The Plymouth-Canton Board of Education and staff at P-CEP expect each student to be in attendance in every class each school day. Presence in the classroom exposes a student to group interactions with teachers and fellow students. Such presence enables a student to hear and participate in class instruction, discussion, and other related learning experiences. Parents and students have a shared responsibility for attendance and are encouraged to schedule medical and dental appointments, personal business and vacations outside of school hours. In the interest of career preparedness, we recognize that employers identify regular attendance as a major factor in not only hiring, but also keeping a person employed. **Class participation may be considered in determining a student's grade.**

Types of Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of religious holiday, death in the immediate family, family emergency, documented college visits, or other reason as approved by the student's administrator. Pre-arranged excused absences must be approved by the student's administrator. All other absences are considered unexcused.

Truancy

Any unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy.

The P-CEP administration will cooperate fully with local ordinances, the Wayne County Prosecutor's Office and the 35th District Court to address and eliminate student truancy. There are two programs currently available through the Wayne County Prosecutor's Office.

ERASE TRUANCY PROGRAM

Students within the compulsory school age (under 16 years of age). Eight unexcused absences will result in a warning and a scheduled meeting to improve attendance. Ten unexcused absences may result in a "truancy complaint" filed with the Wayne County Prosecutor and prosecution will be initiated.

CORRECT COURSE

This program puts the onus on the student, requiring them to complete a youth assistance program (through GrowthWorks) to prevent truancy from showing on their permanent record. Consequence: Behavior contract, suspension and police involvement for students under compulsory school age.

Policy

Parents/Guardians are expected to notify the student's home school on the day a student is absent or by 7:00 a.m. the following day. Parents may call the Attendance Office between the hours of 7:00 a.m. and 2:00 p.m. or call the recorded answering service between 3:00 p.m. and 7:00 a.m. The Automated Parent Notification System (APNS) will notify parents daily if students have an absence or tardy which is unexcused as of 2:00 p.m. on that day. To avoid unnecessary calls, it is important to notify the home school about your child's absences prior to 2:00 p.m. on the day of the absence. Calling into our Attendance Office is the only way to excuse an absence – NOTES ARE NOT ACCEPTED. Unexcused absences are not acceptable and students may be assigned detention(s) for unexcused absences.

Leaving school during the school day

Students must have parental permission by a phone call to the home school Attendance Office prior to leaving campus at any time during the school day. Students must pick up passes in their home school. The student must sign out with a pass from the Attendance Office prior to leaving and sign back in upon return to school. Leaving campus without following this procedure will result in unexcused absences and may result in disciplinary action. Requests for off campus permits cannot be accommodated on the APNS system. These requests must be made by calling the home school Attendance Office during school hours; please see directory for office numbers.

Roles and Responsibilities of Students

- To follow the appropriate procedure for prearranged absences as described on the Prearranged Absence Form and/or School Business Form.
- To sign in and out appropriately in their home school Attendance Office when leaving campus during the school day.
- To turn in medical verification of absences to the home school Attendance Office upon return to school following illness.
- To make arrangements with teachers for obtaining and submitting make-up work for excused absences.
- To review their attendance with the teacher and discuss any discrepancies immediately.
- Upon return, students with excused absences will be given one day for each day of absence to make-up work. (The only exception to this general rule is for long-term projects/ assignments, which were established prior to the date of absence. In those cases, projects/assignment will be due on the date of return to school. Exceptions may be reviewed on a case-by-case basis.)

Roles and Responsibilities of Parents

- To promptly call the home school Attendance Office each day the student is absent or by 7 a.m. the following day.
- To monitor student attendance through Parent Connect.
- To review progress reports with child and contact the student's Counselor or Assistant Principal with concerns.
- To request a Prearranged Absence Form or Off Campus Permit from the home school Attendance Office as necessary. PLEASE NOTE: These requests cannot be accommodated on APNS. The requests must be made by calling the home school Attendance Office during school hours.
- Extended vacations are strongly discouraged during the school year and may negatively impact a student's academic performance.
- To call the Guidance Office of the school where your student's counselor is located to obtain homework assignments if your child is absent for illness three days or longer. (See Counselor Configuration in the Appendix.)
- To notify home school Records Office of any changes in your home address, home phone, or work phone numbers.

Consequence: Include detentions, behavior contract, suspensions, loss of parking privileges, possible suspension from extra curricular activities and possible withdrawal from school

BOMB THREATS/FALSE EMERGENCY REPORTS

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

Consequence: A student engaging in such conduct shall be suspended, recommended for expulsion and reported to the Canton Police Department.

BULLYING/CYBER BULLYING/HAZING

Students are prohibited from engaging in bullying or hazing conduct, whether written, verbal or physical, that unreasonably interferes in another's participation in or enjoyment of school or school sponsored activities. All reports of harassment will be investigated fully.

Bullying means intimidating or attempting to intimidate others by any means or methods including: taunts, name-calling, put-downs, discriminatory actions, extortion or exclusion.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures/images, or Web site postings (including blogs). Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace are unacceptable. Sending threatening messages through electronic means may be criminal in nature. Typically, the schools will not be involved in the resolution of cyber bullying which occurs outside of school unless it creates a reasonable threat of material and substantial disruption at school.

Hazing means initiating another student into any grade, school or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment or discomfort.

Consequence: Disciplinary action up to and including suspension, separation or expulsion from school and possible police involvement.

BUS CONDUCT

To insure safe and comfortable transportation, students must act responsibly when riding the bus. All school rules apply to conduct on school buses. The bus driver, transportation supervisor and/or assistant principal handle bus policy violations. The Bus Loop is restricted, before and after school, to only those students authorized to ride the buses. Students must arrive promptly to their bus; the driver closes bus door 10 minutes after school dismissal.

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

CAFETERIA CONDUCT - EXPECTATIONS OF STUDENTS

- Follow the directions of the supervisors on duty and be courteous in language and conduct toward the cafeteria/maintenance personnel.
- Use conversational voice levels.
- Respect others by your actions and wait your turn in line.
- Clear table area of all food, refuse and trash properly and promptly.
- Do not take food from the cafeterias or to eat lunch in academic areas, stairwells or hallways (picnic area is an exception).
- Misuse of tables and chairs or throwing of food at any time is prohibited.
- Congregating by the doors, aisles or passageways in the cafeteria and commons is not allowed.
- Lunch cannot be eaten outside of the cafeterias unless student has a pass and will be under direct supervision of a teacher or administrator.
- For safety reasons, students will remain seated in the cafeteria at all times except to purchase lunch.

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

CARE OF SCHOOL PROPERTY

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

CELL PHONES/ELECTRONIC DEVICES

Students may possess a cellular telephone or other electronic device (iPod, MP3 player, etc.) in school and at school related functions provided that during school hours the phone or device is:

- ◇ Powered off
- ◇ Concealed
- ◇ Not in use

- Students are prohibited from using a cell phone or other electronic device or having it "Powered On" any time after the first hour tardy bell at 7:13. Thus, cell phones and other electronic devices are not to be turned on, seen, heard, or used in the school building or on campus from 7:13 until the dismissal bell at the end of the school day unless permission is granted by a school administrator for instructional purposes. Students may use devices after 2:10 p.m. and at after school activities unless directed otherwise by the sponsor or an administrator.
- Students are not permitted to wear or display their cell phone, electronic devices, headphones or components. Devices must be kept in a backpack, locker, purse or pocket out of sight.*
- Cell phones may not be "on" or otherwise used in the school locker rooms or restrooms in any school site or where a school activity is occurring. This includes the use of picture/video features.

Consequences for observation or use of a cell phone or electronic device: Students in violation of the policy will have their devices confiscated and turned over to an administrator. The phone or electronic device will be returned to a parent or guardian, listed on a student's emergency card, any time between 7:00 a.m. and 3:00 p.m. in the general office of the building in which the

device was confiscated. The student refusal to give up the device is considered "Insubordination" and may result in additional suspension day(s).

First Offense: One day in-school suspension and confiscation of the device.

Second Offense: One day in-school suspension and one day out-of-school suspension and confiscation of the device.

Third Offense: Three day out-of-school suspension and confiscation of the device.

Additional offenses will result in progressive disciplinary action.

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

CHEATING/PLAGIARISM/TAMPERING

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other penalties. Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests, answer keys or other academic material intended for the exclusive use of an instructor. Plagiarism includes, but is not limited to: (1) the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; (2) the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or academic materials.

Consequences:

First Offense – Individual classroom teacher will deal with the infraction and hold a conference with student. Student may receive a zero (0) or grade reduction on the assignment or test. The teacher will notify parent/guardian upon each occurrence. Second Offense – Parent contacted and advised of a student detention and/or the possibility of a suspension if problem continues.

CLASSROOM RULES

Each teacher will establish rules for his or her own classroom to help insure maximum learning for everyone. Students are expected to abide by the rules established by the classroom teacher. These typically include but are not limited to the following:

- To behave in a way that enhances and support opportunities for students to learn and the teacher to teach.
- To be in classroom when the tone sounds.
- To use the ten-minute passing time for going to lockers, restrooms or visiting.
- To bring to class all necessary materials and assignments.
- To observe rules of common courtesy and respect in class.
- To make sure that furniture and equipment are not damaged, and that the room is kept clean.
- To observe the teacher's rules regarding food and drink.

CLOSED CAMPUS

P-CEP is a closed campus. This means that students are expected to be within the property boundaries of the school at all times. Leaving school grounds during school hours without proper permission from the Assistant Principal's office or the

Attendance office is prohibited. There are no lunch passes! Students are expected to limit their activities to certain areas.

- At Canton, the west halls are designated as the commons area. Students are not permitted in the area in front of any building or the area outside of the auto lab.
- At Salem, the area to the north of the cafeteria wing is designated as the commons area. Students are not to be in the areas by the loading dock, or in the front or on the sides of the building.
- The athletic complex, tennis courts, main roads, and woods are considered off grounds unless participating in a class activity with a teacher.
- Students are not to congregate at any of the entrances to the buildings, doorways, or ramps including the north end of Canton.
- Students are not allowed to congregate in areas that are posted as "off-limits" or "no loitering."
- Unauthorized presence in unassigned areas of the school grounds, such as the loading docks and designated hallways during lunch, will result in appropriate discipline. All parking lots are off limits to students except when the student has a pass or during authorized arrival/departure periods. The Bus Loop is restricted, before and after school, to only those students authorized to ride the buses. Bus doors close 10-minutes after dismissal.
- Students leaving during fourth hour must bring back documentation of an appointment or the absence will be unexcused.

CONTROLLED SUBSTANCE/ALCOHOLIC BEVERAGES

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

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

Possession/Use of Controlled Substances or Alcohol:

In order to maintain a safe environment, the following are strictly prohibited:

Handling, possessing, using, soliciting, or being under any degree of influence (legal intoxication not required) of any drug, alcohol, narcotic, marijuana, hallucinogen, stimulant, depressant or other controlled substance or counterfeit substances or controlled substance analogue intended for human consumption (not medically prescribed for the individual and administered according to the school's medication policy). This includes non-prescription, over-the-counter medication, and performance enhancing substances.

Consequences:

- First Offense – Range of Disciplinary Consequences from suspension to expulsion, but generally, four days out-of-school suspension plus one day in-school suspension and possible police involvement and/or report. A recommendation for drug or alcohol intervention or counseling will be made.
- Second Offense (including prior offenses in middle school or other school districts) - Range of Disciplinary Consequences from suspension to expulsion, but generally, petition the Board of Education for expulsion with possible police involvement and/or report.

Selling/Distribution of Prohibited Substances

- Sale or distribution of any substance including alcohol, drugs, or medication for illicit purposes, with or without the exchange of money, property, or anything else of value.
- Manufacturing, selling, delivering or transmitting of any drugs, narcotic drugs, or counterfeit substances.

Petition the Board of Education for expulsion and possible police involvement and/or report.

Possession/Use/Distribution of Over-the-Counter Medications

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

Consequence: Range of Disciplinary Consequences from suspension to expulsion.

Possessing drug paraphernalia

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

Consequence: See Range of Disciplinary Consequences from suspension to expulsion.

DISPLAY OF AFFECTION

Demonstration of one's affection toward another person has an appropriate time and place. However, public displays of affection and/or physical contact are not considered acceptable behavior.

DISRUPTIVE BEHAVIOR

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

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

Note: During the final weeks of the semester such behavior may result in exclusion from school with final examinations to be administered after the examination schedule has been concluded.

DISTRIBUTION OF NON-SCHOOL SPONSORED WRITTEN MATERIAL ON SCHOOL PREMISES

All posted or distributed material must be approved.

Consequence: Ranging from administrative conference to five days out-of-school suspension and a status meeting with parents. See section entitled, SIGNS, FLYERS AND POSTERS for details and guidelines.

DRESS CODE

Research indicates that students learn most effectively in a school environment which is safe and orderly. Plymouth-Canton Community Schools strives to provide an effective school climate by imposing standards of conduct to protect and preserve the quality of its educational system. The purpose of the following dress code is to keep the focus of the classroom on learning. Any clothing that distracts any individuals from the focus on learning may be in violation of the dress code.

Standards of Dress:

- Skirts and/or shorts must be modest (even if worn with leggings), the rule of thumb is that they should be fingertip length.
- Garments may not expose underclothing.
- Shirts must completely cover shoulders.
- No bare midriffs.
- No clothing with sexual content, drug, alcohol, or tobacco references.
- Clothing with references to violence is strictly prohibited.
- No dark tinted glasses or sunglasses.
- Students are not to wear items considered potentially dangerous. This includes but is not limited to, chains of any kind, pointed rings or pendants, metal spikes of any kind or gang symbols, etc.
- Students are not to wear hoods up over their heads while inside the school buildings.
- Teachers retain the right to ask students to remove head wear during class time. (See Board Policy 8800 for exceptions)

Consequences:

First Offense: Verbal warning and withheld from class until dress is acceptable.

Second Offense: Saturday detention and withheld from class until dress is acceptable.

Third Offense: Two Saturday detentions and withheld from class until dress is acceptable.

DRIVING AND PARKING REGULATIONS

The Driving and Parking policy at P-CEP limits the number of permits available and driving to juniors and seniors. The policy does not permit ninth and tenth graders to drive to school. The parking permit process includes a completed driving and parking application, valid driver's license, vehicle registration and student ID. The student and parents must sign the student's driving and parking application. Unauthorized parking on campus may result in vehicle being towed, without notice, at owner's expense.

Any parking violations (as references in the driving and parking application) may result in, but are not limited to:

- Saturday detention and/or parking privileges suspended for two weeks.
- One day in-school suspension and suspension of parking privileges for two weeks.
- Three days out-of-school suspension and driving privileges revoked.
- Police involvement.

Possession of forged/altered parking permits:

- One to three days out-of-school suspension in addition to having driving privileges revoked

EXPLOSIVES (POSSESSION, DISTRIBUTION OR USE OF)

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

Consequence: Ranging from three days out-of-school suspension to petition of the Board of Education for expulsion and possible police report.

EXTORTION

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

Consequence: Disciplinary action up to and including suspension or expulsion and police report.

FALSE EMERGENCY CALL

Consequence: Disciplinary action including suspension or expulsion and police report.

FALSE FIRE ALARM

Consequence: Two days out-of-school suspension and one day in-school suspension and involvement with the Canton Fire Department.

FIGHTING/PHYSICAL VIOLENCE

A student shall not engage in fighting or other physically violent behavior with any other student, staff member or school visitor on school property, at bus stops, before and/or after school, or at school sponsored functions. Self-defense is not considered justifiable grounds for being involved in a fight. If a student is having difficulties with another student, that student should share their information with a counselor or an administrator.

Consequence: Ranging from four days out of-school suspension and one in-school suspension up to and including expulsion and police involvement.

FORGERY/COUNTERFEIT

(INCLUDING UNAUTHORIZED USE OF SCHOOL PASSES)

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

Consequence: Ranging from a school suspension up to petitioning the Board of Education for expulsion and police involvement.

GAMBLING

Gambling is not allowed.

First Offense - After-school detention and/or one day in-school suspension

Second Offense – Saturday detention and/or one day in-school suspension

Third Offense - Three days out-of-school suspension

GANG BEHAVIOR/AFFILIATION

Students are not allowed to participate in known gang activities. The school administration will address any student behavior appearing to represent gang affiliation or behavior as defined by the Michigan State Police or local police agencies. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a "secret society" is prohibited.

Consequence: Disciplinary action including suspension or expulsion and police report.

HALL PASSES

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

HARASSMENT/DISCRIMINATION

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational performance or physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors. Harassment or bullying may also be in violation of Federal and State Law. If a student believes he/she is being harassed, he/she should contact the building principal/assistant principal immediately.

Consequence: One to five school day suspensions and/or other disciplinary action

The following are expectations for all students regarding situations of harassment or bullying.

- STEP ONE: When you witness behavior that is disrespectful, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents each time an incident occurs.
- STEP TWO: If the behavior doesn't stop, contact an administrator as soon as possible to initiate a complaint.
- STEP THREE: If the behavior continues, keep a journal of further incidents, including description, time, date, place and witnesses. Keep your parents and administrators informed.

ID CARDS

Students must carry school ID cards on their persons at all times and present them freely to staff members when requested to do so. Students failing to carry their school ID will be subject to discipline. Students must show ID cards to access an off-campus

permit from the attendance office. There is a \$5.00 fee for replacement ID cards available from your school's media center.

INAPPROPRIATE, UNAUTHORIZED OR MISUSED MATERIALS

Items brought to school to cause disruption or damage, particularly on the last day of school, will be forfeited and student will be disciplined.

INSUBORDINATION

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

Consequence: Ranging from administrative conference to three days out-of-school suspension.

INTERFERENCE WITH SCHOOL AUTHORITIES

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

Consequence: Ranging from administrative conference to three days out-of-school suspension.

INTERNET/COMPUTER MISUSE

Only students with a completed waiver form on file can use the Internet. Students are expected to use the computers and the Internet as described in the guidelines for responsible technology use. Students may not download software or programs from the Internet or personal property. It is a violation of rules to bypass the computer system filters. Violations of the Technology Guidelines can result in disciplinary action. Any damage to the school district's computer system may result in petition for expulsion, police involvement, as well as restitution.

Consequence: Ranging from administrative conference to three day out-of-school suspension.

LEAVING CAMPUS WITHOUT AUTHORIZATION

P-CEP is a closed campus. Students are not allowed to leave the premises without a justifiable or documented reason and proper authorization from an Attendance Office, Nurse or their Assistant Principal. Students with an authorized pass to leave campus are not permitted to transport other students.

Consequences will be progressive, ranging from after school detention to out-of-school suspension.

LOITERING OR BLOCKING HALLWAY PASSAGE

Students shall not loiter in building hallways, entranceways, locker rooms and bathrooms or in parking lots. Students are expected to use passing times to travel to their next assigned areas. Our hallways are becoming congested due to increased enrollments; please be courteous to others by not blocking normal pedestrian traffic in the hallways, sidewalks or passageways on campus.

Loitering is prohibited in the Bus Loop at the end of the school day. The Bus Loop is restricted, before and after school, to only those students authorized to ride a bus. All parking lots are off limits to students except when the student has a pass or during authorized arrival or departure times.

Consequence: Ranging from conference to an out-of-school suspension

MEDIA CENTER USE

The library is available for student use during the school day. Students may enter the library during class time with a pass from a teacher and librarian permission. The library is traditionally a place for quiet, individual study and research. Students are expected to follow library rules and regulations. Failure to abide by library rules may result in loss of your library privileges or other discipline. Parking lots and driveways are posted with speed limits at 15

PERSISTENT DISOBEDIENCE

Repeated violation of any combination of school rules may result in a status hearing with possible recommendation for expulsion.

PROFANITY/VULGAR LANGUAGE

Use of profane, obscene or abusive language will not be tolerated. This includes the use of obscene gestures, signs, pictures, publications or electronic messages. Consequence: Ranging from administrative conference to three days out-of-school suspension.

SEXTING

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

Students and their parents need to be aware of the possible criminal consequences and penalties for possessing, producing, and disseminating pornographic and/or sexually explicit material. They should understand that once a picture of a video is on the internet, it may be copied hundreds if not thousands of times.

SKIPPING CLASS

Students are expected to attend all assigned classes on a daily basis. Consequences will be progressive ranging from after school detention to out-of-school suspension.

TAMPERING

The intentional act of altering, destroying or accessing any school documents including but not limited to: teacher’s grade/assignment books, attendance, discipline, academic transcripts and any other school related document, whether stored electronically or in “hard” copy form. Consequence: Ranging from out-of-school suspension to petition for expulsion, police involvement and possible restitution for recovery/restoration of documents

TARDY POLICY

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

When a student has an unexcused tardy, the teacher will conference with the student to determine the cause of tardiness. If tardiness continues, the teacher will seek parental support to resolve the problem. At the third unexcused tardy, the teacher will notify the parent/guardian and assign a detention. Students are expected to attend detention as assigned by the classroom teacher. Repeated tardies will result in disciplinary action possibly including Saturday detention, out-of-school suspension and/or revocation of parking privileges.

THEFT

Deliberately taking or being in possession of another’s property. Consequence: Ranging from administrative conference to three days out-of-school suspension plus possible restitution and/or police report

TOBACCO USE OR POSSESSION

There will be no possession and/or use of tobacco or tobacco-like substances in or on the P-CEP facility, grounds or vehicles for students, parents and guests at any time. Consequence: Each offense will result in a police ticket and one day in-school suspension.

TRESPASSING

Visitors deemed to be trespassers might be ticketed. A trespasser is a person who has no legitimate business on P-CEP property and has not complied with the rules pertaining to visitors.

VANDALISM: DESTRUCTION/DEFACEMENT OF SCHOOL/PRIVATE PROPERTY

Willfully destroying and/or defacing school property not belonging to the student. This includes conduct considered to be damage motivated by hate or is gang related. Consequence: Up to ten (10) school day(s) suspension with the possibility of recommendation for long-term suspension and/or recommendation for expulsion. Referral made to Canton Police Department. Full restitution is required for destruction or defacement of school/private property.

WEAPONS: DANGEROUS WEAPONS

Possession of a dangerous weapon on school property will result in expulsion by the Board of Education in compliance with state law (MCL 380.1312 and 380.1313). A dangerous weapon is defined as any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar or metallic knuckles" or guns of any type, including air and gas powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition and explosives."

Students are required to report knowledge of weapons and threats of violence by students to an administrator, security staff, or school resource officer. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school. To anonymously report specific threats of school violence, weapons, or other suspicious or criminal conduct call the PCCS Anonymous Tip Line: 416-2920 or the Michigan State Police Hotline: 1-800-815-TIPS.

Possession of a knife less than three inches will result in a minimum of a three-day suspension. (See Acts of Violence)

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or a receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any dangerous destructive device.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

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

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

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

WEAPONS: DANGEROUS INSTRUMENTS

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances; stun guns; BB guns, pellet guns; razors; or box cutters.

Consequence: One to five days out-of-school suspension with the possibility of recommendation for expulsion

WEAPONS: USE OF LEGITIMATE TOOLS AS WEAPONS

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

Consequence: One to five days out-of-school suspension with the possibility of recommendation for expulsion

Non-Discrimination Policy

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

If any individual believes that he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, a complaint should be directed to the following coordinators:

Title II, Executive Director for Human Resources

Title IV, VI, IX, 504-students, Special Education/IDEA, Director for Student Services

Title VII, 504-employees, Age Discrimination, ADA, Executive Director for Human Resources

All complaints and/or requests for accommodations should be directed to the persons specified above at 454 South Harvey Street, Plymouth, MI 48170, (734) 416-2701. All complaints will be handled in accordance with Board Policy and Administrative Guidelines.