



PLYMOUTH-CANTON
COMMUNITY SCHOOLS

GLOBALLY FOCUSED. LOCALLY CONNECTED.



P-CCS STUDENT HANDBOOK

2025 / 2026

2025-26 SCHOOL YEAR

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WELCOME TO THE PLYMOUTH-CANTON COMMUNITY SCHOOL DISTRICT!

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

P-CCS consists of fourteen elementary schools; five middle schools; three high schools; an alternative high school; Virtual Academies at the elementary, middle, and high school levels; and an early learning center. [District maps](#) show the geographic attendance areas for each elementary and middle school. Students are [randomly assigned](#) to our three high schools.

To additionally support our community, the District provides extensive preschool programming as well as before-school and after-school child care, and summer educational programs and summer care programs for elementary and middle school students. Over 2,000 full-time and part-time employees work to provide our students with the educational opportunities they need to become productive citizens in a global community.

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

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

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

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

GENERAL INFORMATION

P-CCS DYNAMIC PLAN (2021-2027)

STRATEGIC THEMES:

Equity and Inclusion Grounded in Social Justice and Anti-Racism

- All students have what they need to be successful and feel safe, respected, valued, and represented.

Community Engagement and Partnerships

- As a partner, the community is involved, informed, and engaged in the student experience at P-CCS.

Student-Centered Learning Experiences

- Students are at the forefront of decisions, culture, teaching, and learning.

Leader in Educational Innovation

- P-CCS is recognized nationally as a positive disruptor for student learning and growth.

STRATEGIC GOALS:

- A. P-CCS will increase achievement for all students and close achievement gaps.
- B. All P-CCS students and staff will report they feel physically, psychologically, and emotionally safe and represented at school.
- C. P-CCS will increase, enhance, and sustain community partnerships to improve student outcomes, student and family engagement, student enrollment, and opportunities.
- D. P-CCS will incorporate student voice and input throughout the educational experience.
- E. P-CCS will be recognized as a leader and innovator for student learning and growth.

MISSION

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

DISTRICT VISION

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

BELIEF STATEMENTS

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

EDUCATIONAL AND RACIAL EQUITY

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

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

With these commitments in mind, P-CCS will:

- A. raise the achievement of all students and narrow the gaps between the lowest and highest performing students;
- B. reduce racial predictability and disproportionality in all aspects of education and its administration;
- C. ensure all students graduate from P-CCS are ready to succeed in a racially and culturally diverse local, national and global community;
- D. promote a culture of inclusion and cultural responsiveness where everyone is valued, respected, seen and has the opportunity to thrive;
- E. understand the impact of bias (implicit and explicit) on decision making to ensure equitable and inclusive practices, policies, procedures;
- F. acknowledge historical educational inequity and advance solutions to/that address root causes through an equity-based continuous improvement approach;
- G. promote the diversification of its vendor and supplier corps in accordance with law and district policy;
- H. provide ongoing professional development opportunities specifically designed to strengthen employees' knowledge and skills for eliminating racism, institutional racism, implicit bias, microaggressions and disproportionality in achievement and opportunity gaps between groups of students.

Additional information can be obtained in [Board Policy 2260.03](#)

NON-DISCRIMINATION POLICY

The Board of Education complies 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; the Michigan Administrative Rules for Special Education; and the Elliott-Larsen Civil Rights Act.

P-CCS is committed to a policy of non-discrimination on the basis of sex, sexual orientation, gender identity, religion, race¹, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of

Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

If any individual believes they have been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation or any requirement or regulation of the U.S. Department of Education, they should direct a complaint or request for accommodation to the Chief Human Resource Officer or the Assistant Superintendent for Student Services, at 454 South Harvey Street, Plymouth, MI 48170, (734) 416-2701. All complaints will be handled in accordance with Board Policy and Administrative Guidelines.

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, but not limited to, 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 as well as to all school-sponsored activities whether on or off school property.

As addressed more fully in Board Policies such as 0145, 2260, 2260.03, 2266, 5517, 5517.01, and 5517.03 and their corresponding Administrative Guidelines, harassment is defined as unwelcome or inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational performance or physical or emotional well-being, or has the effect of substantially disrupting the orderly operation of a school. This includes harassment based on any legally protected characteristics, such as sex, sexual orientation, gender identity, or expression, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to harassment based on these protected categories and includes any harassment that would negatively impact students, including stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors.

Complaints of sexual harassment are investigated and resolved according to [Board Policy 2266](#) and/or [5517](#). Complaints of harassment based on race, color, national origin, sex (including sexual orientation and gender identity or expression), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information are investigated and resolved according to [Board Policy 2260](#).

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

- STEP ONE: If you witness disrespectful behavior, tell the person to stop. Apathy, silence, or laughter encourages abuse and further disrespects the victims. **Inform an adult in school and your parents each time an incident occurs.** To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. Further, students will not be disciplined for making a good-faith complaint.
- STEP TWO: If the behavior doesn't stop, contact an administrator as soon as possible to initiate a complaint.
- STEP THREE: If the behavior continues, keep your parents and school staff members informed.

¹ "'Race' is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles."

TITLE IX REQUIREMENTS AND COMPLAINT PROCEDURES

Title IX is a federal statute that prohibits discrimination based on sex in educational programs or activities that receive federal funding, including public schools. (See 20 USC 1681(a); 34 CFR 106.41(a).) The Title IX Coordinators for P-CCS are Mr. Abdul Maydun, Chief Human Resource Officer, and Mrs. Katie Ilijic, Director of School Culture and Climate. They can be contacted at 454 Harvey Street, Plymouth, Michigan, 48170; (734) 416-2701.

Any student may report sexual harassment or discrimination by contacting one of the Title IX Coordinators and filing a formal complaint. A student may also report sexual harassment or discrimination to a teacher, counselor, principal or assistant principal, or any other District employee, who is required to contact a Title IX Coordinator. The following chart will provide information on how to file a complaint and a general overview of the process once a complaint is filed. The complaint procedures are also provided online. The complete Title IX investigation and complaint procedure (formally referred to as the grievance procedure) can be found in P-CCS [Board Policy 2266](#).

In accordance with State law, MCL 380.1310e, students shall not be expelled or suspended for more than 10 school days for an action taken arising out of (1) an incident in which the student reported being sexually assaulted; or (2) a school employee or other individual witnessed, reported, or received evidence that a student was sexually assaulted. However, this provision does not apply if any of the following conditions are met:

- The student was convicted of, pleaded guilty to, pleaded responsible for, or was adjudicated responsible for aggravated assault, felonious assault, assault with intent to commit murder, assault with intent to commit great bodily harm, assault with intent to maim, attempted murder, homicide, manslaughter, or criminal sexual conduct.
- The student possessed a dangerous weapon in a weapon free zone, committed arson in a school building or on school grounds, or committed criminal sexual assault in a school building or on school grounds.
- A completed Title IX investigation determined by clear and convincing evidence that the report of sexual assault was conclusively false.²
- The Board or its designee considered any report of sexual assault described above and specific factors under Section 1310d of the Revised School Code — such as the student's age, disciplinary history, or disability status — and determined that the expulsion or suspension of more than 10 days was justified.

The District's Title IX Coordinators oversee discrimination and harassment complaints that include but are not limited to complaints of sexual harassment. Complaints of harassment or discrimination are taken seriously. The Title IX Coordinators may be contacted at:

Abdul Madyun, Chief Human Resource Officer
(734) 416-2736
abdul.madyun@pccsk12.com

Katie Ilijic, Director of School Culture and Climate
(734) 416-4899
katie.lijic@pccsk12.com

² If a report was inconclusive, however, the provision would apply, meaning that the student may not be suspended or expelled for more than 10 school days.

Process for Students to Make A Complaint of Unlawful Sexual Harassment or Discrimination

Students who believe they have been subjected to unlawful sexual harassment or discrimination should follow this process to submit a complaint pursuant to [Board Policy 2266](#).

A student may report harassment to any teacher, counselor, principal or assistant principal, or any P-CCS employee, who is required to inform the Title IX Coordinator(s). You may also inform the Title IX Coordinator(s) directly. The contact information for the Title IX Coordinators is below. The accused is presumed not responsible until the end of an investigation.

*The Informal Resolution Process can only be initiated once a formal complaint is filed and with both parties' written, voluntary consent. Title IX does not permit the Informal Resolution Process to be used to resolve allegations that an employee sexually harassed a student.

INFORMAL RESOLUTION PROCESS

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

Both parties must consent in writing to use this process. Neither party may be required to use this process or waive the right to a formal investigation. The Title IX Coordinator will designate a trained individual to facilitate the process, which may be a mediation.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

FORMAL COMPLAINT PROCESS

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

The Building Administrator, in consultation with student, will propose actions to prevent further harassment and offer "supportive measures." Supportive measures may include counseling, extensions of deadlines or other adjustments, modifications of schedules, and escorting.

An investigation will include the following:

- Interviews with the parties and other witnesses.
- The District will investigate and gather evidence.
- The parties may review the evidence and submit a written response that the investigators will consider.
- The District will prepare a written investigation report and send it to the parties.
- The parties may submit written, relevant questions to be asked of any party or witness.
- The decision-maker will issue a determination of responsibility.

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

The parties may be assisted by an advisor of their choice, who may be, but is not required to be, an attorney.

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

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

- Suspension from bus riding/transportation privileges;
- Exclusion from extracurricular activities, including athletics;
- In-school discipline; and/or
- Suspension or expulsion.

COMPLIANCE OFFICERS

Mr. Abdul Madyun
Chief Human Resource Officer
454 S. Harvey Street, Plymouth, MI 48170
(734) 416-2736 // abdul.madyun@pccsk12.com

Mrs. Katie Ilijic
Director of School Culture and Climate
454 S. Harvey Street, Plymouth, MI 48170
(734) 416-4899//katie.lijic@pccsk12.com

OTHER DISCRIMINATION COMPLAINT PROCEDURES

Students who believe they have been subjected to unlawful harassment or discrimination should follow this process to submit a complaint pursuant to [Board Policy 2260](#). This includes characteristics such as race, color, national origin, sex (including sexual orientation and/or gender identity or expression), disability, age, religion, military status, ancestry, or genetic information.

A student may report harassment to any teacher, Counselor, Principal or Assistant Principal, or any P-CCS Employee, who are required to inform the District's Compliance Officers ("COs"). You may also inform the COs directly, who also oversee discrimination complaints. The COs contact information is listed below. The accused is presumed not responsible until the end of an investigation.

*Both parties must mutually agree to the Informal Resolution Process. An informal complaint may be done orally or in writing.

INFORMAL RESOLUTION PROCESS *Either party may terminate at any time and initiate a Formal Complaint.	FORMAL COMPLAINT PROCESS The formal complaint may be oral or in writing, and it should include, if known, the identity of the alleged victim(s), perpetrators(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).
A complainant may first tell the respondent to stop the conduct if he or she feels comfortable doing so. The COs are available to counsel the complainant if needed. If a complainant is not comfortable, he or she may file a complaint.	The Building Administrator, in consultation with student, will propose actions to prevent further harassment. This may include, for example, a change in schedules. A respondent will be informed that a complaint was received, the nature of the allegations, and that he or she may provide a written response. An investigation will include the following: • Interview with the parties and any witnesses, • Consideration of any documentation presented by the parties, or any other witness that is reasonably believed to be relevant, • The District will then prepare and deliver a written report to the Superintendent that summarizes the evidence and provides recommendations based on the evidence. Generally, the investigation will be completed in a reasonably prompt time, unless extended for good cause. The parties may be represented, at their own cost, at any meetings or hearings. Retaliation is prohibited.
The COs or someone selected by the COs may facilitate an informal resolution.	
The informal complaint procedure may bring a range of options to assist in bringing a prompt resolution. An informal resolution may include: • Advising the Complainant about how to communicate concerns to the Respondent. • Distributing a copy of District Policy to the individuals in the school building or office where the Respondent works or attends. • If both parties agree, facilitating a meeting or mediation to work out a mutual resolution.	Upon receiving the report, the Superintendent: • Must either issue a written decision regarding whether the charges have been substantiated or request further investigation. • If the Superintendent determines the respondent engaged in unlawful discrimination/retaliation, the Superintendent must identify what corrective action will be taken. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. • The parties may appeal to the Board. The Board will meet with the parties within 20 days of receipt of appeal. The decision of the Board will be final.
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 Director of School Culture and Climate
 454 S. Harvey Street, Plymouth, MI 48170
 (734) 416-4899 // katie.iiijic@pcsk12.com

ACCIDENTS/ILLNESS/INJURY

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

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

CONCUSSION

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

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a healthcare professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION

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

Signs Observed by Families

- Appears dazed or stunned;
- Is confused about assignment or position;
- Forgets an instruction;
- Can't recall events *prior to* or *after* a hit or fall;
- Is unsure of game, score, or opponent;

- Moves clumsily
- Answers questions slowly;
- Loses consciousness (even briefly);
- Shows mood, behavior, or personality changes.

Symptoms Reported

- Headache or pressure in head
- Nausea or vomiting
- Balance problems or dizziness; or double or blurry vision
- Sensitivity to light or noise; seeing halos
- Feeling sluggish, hazy, foggy or groggy
- Confusion, or concentration or memory problems
- Decreased level of consciousness
- Just not feeling “right” or feeling “down”

Concussion Danger Signs

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

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Cannot recognize people/places;
- Unusual behavior, increased confusion, restlessness or agitation
- Loses consciousness (passed out/knocked out), even a brief loss of consciousness should be taken seriously

How to Respond to A Report of a Concussion

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

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

ANIMALS ON CAMPUS

Other than service animals, as defined by the Americans with Disabilities Act, district approved therapy dogs, or animals that reside in a classroom, no animals are permitted on District property at any time, including parking lots and elsewhere on campus. This includes walking children on District property, having dogs in the car when you drop off or pick up your children at or from school, or after-school events. Please be cognizant that family pets can create a disruption to other children and can result in potential liability both for you and the District. Please contact your building principal if you have any questions regarding this policy. Additional information regarding animals on District property can be found in [Board Policy 8390](#).

ATHLETICS & ACTIVITIES

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

P-CCS is a voluntary member of the Michigan High School Athletic Association ("MHSAA") and competes only against member schools. As a member of MHSAA, the district abides by and complies with all rules and regulations of the Association. Representing the school as an athlete is a privilege with related responsibilities. To establish and maintain eligibility, student athletes must comply with the policies of the MHSAA and P-CCS. All student athletes must abide by the student code of conduct as well as the [Athletic Department Handbook](#). Detailed guidelines and eligibility requirements for athletes are available in the [Athletic Department Handbook](#).

The MHSAA sets a minimum standard for academic eligibility that P-CCS may adjust upward. To participate, a student must achieve the MHSAA minimum standard of receiving credit in 66% of full credit load potential for a full-time student: passing 4 or 5 of 6 classes or 5 of 7 classes. This applies to both the previous semester and the current semester or whenever a school does regular academic eligibility checks (at least once in a 10-week period).

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

BUS CONDUCT

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

BANKING & FINANCIAL SERVICES

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

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

BULLYING/CYBERBULLYING

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

Students are prohibited from engaging in bullying, regardless of the subject matter or motivation. As addressed more fully in Board Policies such as [2260](#), [2260.03](#), [5517](#), [5517.01](#), and [5517.03](#) and their corresponding Administrative Guidelines, bullying includes any written, verbal, or physical act or any electronic communication that unreasonably interferes with another's participation in or enjoyment of school or school sponsored activities, opportunities, benefits, or programs; has an actual and substantial detrimental effect on a student's physical/mental health; or causes a substantial disruption with the orderly operation of the school. It includes intimidating or attempting to intimidate others by any means or methods including repeated taunts, name-calling, put-down discriminatory actions, extortion, or exclusion.

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

Sending threatening messages through electronic means may be criminal in nature. Students may be subjected to disciplinary action when the threat or bullying occurs outside of school and causes a substantial disruption at school.

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

A safe online reporting platform for P-CCS students/ families to document incidents of hate and bias in our schools or at school-related events is available on our website at <https://www.pccsk12.com/students> or directly [here](#).

CHANGE OF ADDRESS/ EMERGENCY INFORMATION

- P-CCS has finalized its process for annual online Back-to-School Check-In (formerly known as Back-to-School Registration or B2SR). The Back-to-School Check-In process, which is required for all returning P-CCS families to easily update medical, demographic, and contact information in [MISTAR Parent Connection](#), will be available starting Monday, August 11, 2025.
- Once logged into [MISTAR Parent Connection](#), look for the “Back-to-School Check-In” link in the upper-right corner of the home screen and follow the prompts.
- Have you recently moved or will you be moving soon? There is a new procedure for all district address changes. Use [this link to access the electronic address change form](#). Please complete the form and attach your two required proof of residency documents. Once all areas are no longer red, you will be able to submit the form to the Department of Student Services to update your address. Once this has been completed, you will be notified via email. For questions regarding a change of address, please contact the Department of Student Services at (734) 582-5584.

CONDUCT DURING FIRE, LOCKDOWN AND TORNADO DRILLS

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

Any tampering with fireboxes, automated external defibrillators, or fire extinguishers could endanger a life and students may be held liable for any damage as a result. Such actions and/or falsely activating a fire alarm will result in school discipline and may result in a referral to law enforcement.

Such conduct is also a violation of [MCL 750.240](#) and could result in prosecution.

In addition, the Board or its designee is not required to expel a student for possession of a dangerous weapon under the [Revised School Code, MCL 380.1311](#), if the student establishes in a clear and convincing manner at least one of the following:

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

Furthermore, there is a rebuttable presumption that expulsion under subsection (2) for possession of a weapon is not justified if both of the following are met:

- (a) The school board or its designee determines in writing that at least 1 of the factors listed in subsection (2)(a) to (d) has been established in a clear and convincing manner.
- (b) The pupil has no history of suspension or expulsion.

DRESS CODE

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

Standards of Dress for All Students:

- Garments may not expose underclothing.
- Back, midriff, buttocks and cleavage must be covered. No bare midriffs.
- No clothing with sexual content or inferences, drug, alcohol, or tobacco references.
- Clothing with references to or that advocates the use of illegal substances or activities, that advocates violence, or that contains offensive language/material or inferences is strictly prohibited.
- No dark tinted glasses or sunglasses indoors except for prescription transition lenses.
- Clothing which contains messages that are defamatory or discriminating toward another group or individual is prohibited.
- Students may not wear items considered potentially dangerous. This includes but is not limited to, chains of any kind, pointed rings or pendants, metal spikes.
- Any clothing, jewelry, or insignia that is gang related is prohibited.
- Hat, caps, visors, hoods, bandannas, and sunglasses are not to be worn in the classroom or building while school is in session, with the exception of religious or cultural headwear, unless approved by the building principal or their designee.
- Elementary students must wear closed toe shoes during gym and/or if they are playing on the playground. If a student wears open toe shoes to school, they must change shoes for gym or recess activities.
- The administration reserves the right to prohibit clothing not specifically listed above that creates a material disruption of the learning process.

DRIVING: ALL DRIVERS

All drivers must adhere to traffic directions and signage, follow the directions of school officials regarding site-specific traffic and parking requirements, and be cognizant of the safety of other students, staff and adults while dropping their children off and picking them up. Inappropriate language and/or behavior will not be tolerated. Drivers who repeatedly violate the rules regarding parking, ingress and egress, and safety will be reported to law enforcement and may be precluded from coming onto school property. Police are authorized to enforce traffic and parking laws on all P-CCS property located within the District. This includes the 15-mph speed limit at the high school campus.

Based on availability, parking on campus at Plymouth-Canton Education Park (“P-CEP”) is limited to students who are juniors and seniors. Eligible students who wish to drive to school and park on campus must submit [a completed driving and parking application](#), along with a valid driver’s license, vehicle registration, proof of insurance and student ID. The student and their parent/guardian must sign the student’s driving and parking application. Unauthorized parking on campus may result in the vehicle being towed at the owner's expense.

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

- Saturday detention;

- Warning up to suspension and revocation of parking privileges;
- Police involvement.

Possession of forged/altered parking permits will result in discipline up to suspension from school and revocation of parking privileges. Please be advised that dangerous driving and/or driving in a manner that puts others at risk may result in additional discipline up to and including recommendation for expulsion from school.

EMERGENCY SCHOOL CLOSING

On days when it becomes necessary to close schools because of adverse weather conditions, announcements regarding school closings, emergencies, etc. will be made on the following television stations:

- Fox 2 News,
- WDIV/TV 4, and,
- WXYZ-Channel 7

Announcements are also made on the following radio stations:

- WWJ Newsradio 950,
- 95.5,
- 106.7,
- 100.3,
- 1130 AM, and,
- WJR.

Parents/guardians will receive a robocall, text, and/or email from MISTAR Parent Connection. Please update your contact information in Parent Connection. Information will also be available online at www.pccsk12.com, the District's social media outlets, and the Official P-CCS Mobile App.

FIELD TRIPS

Field trips provide varied and interesting educational opportunities for our students. Please return all appropriate forms by the date specified so your child is not excluded from an activity or field trip.

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

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

It is the parent's/guardian's responsibility to provide the appropriate medication forms and medications that will be needed for the field trip.

Field trips sponsored by the District will comply with all Federal laws and regulations which govern making accommodations necessary for mobility impaired students.

FLAG SALUTE

In accordance with the requirements set forth in the [Revised Michigan School Code, MCL 380.1347a](#), the District will ensure that an opportunity to recite the Pledge of Allegiance to the flag of the United States is offered each school day to all public school students in the District. Students are expected to be respectful during the recitation of the flag salute, whether participating or not participating in the recitation.

FREEDOM OF SPEECH

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

ID CARDS: MIDDLE & HIGH SCHOOL

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

IMMUNIZATION RECORDS

All immunizations must be up to date and on file in the school office prior to the first day of school in accordance with the State law. This includes developmental kindergarten/preschool, kindergarten, special education, alternative education, virtual education, and remote learning.

P-CCS has a FIRST DAY EXCLUSION POLICY ([Policy 5320](#)). Your child must have an updated immunization record on file in the school office OR a signed Wayne County Health Department immunization waiver from a parent/guardian on file in the school office BEFORE the start of school. Your child will not be permitted to start school if one of those documents is not on file in the school office. Contact your child's medical provider immediately to arrange for any needed immunizations. When the immunizations are given, bring in the updated immunization record to the school office. Please note that immunization waivers are available ONLY through the Wayne County Health Department/Immunization Department. Additional information regarding immunizations can be found on the [District website](#) and in [Board Policy 5320](#).

LOCKERS

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

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

School authorities may search student lockers for any reason, at any time, without notice, and without 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

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

MANDATORY REPORTING

Our first concern is always for the health and safety of all students at P-CCS. Staff members who have reasonable cause to suspect child abuse or child neglect are [required by law](#) to make an immediate report to Child Protective Services. In addition, staff members may be required to report to local law enforcement and other appropriate agencies information that suggests a student may harm themselves or others or that the student may be a victim of abuse or neglect. Such information may include, but is not limited to, 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. To the extent possible, confidentiality of this information will be maintained. A student's verbal threat or actions conveying a threat to the safety of themselves or others may result in the temporary exclusion from school until it is determined the student does not pose a threat to himself or others in the school environment.

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

MEDICATION

Medication includes both prescription and non-prescription drugs. It includes medications taken by mouth, taken by inhaler, those which are injectable, or those applied as drops to the eye or nose, or applied to the skin. For additional information see [Board Policy 5330](#).

Prescription Medication

If it is necessary for a student to take prescription medication during school hours or during school sponsored trips, a Medication Authorization Form ([#5330-F1](#)) must be completed by a physician including the

physician's instructions for administering the medication and the dosage, and be co-signed by the parent/guardian. This form must be on file in the nurse's office prior to the administration of medication by school personnel. All medications must be kept in the original prescription bottle in the nurse's office. The label on the original prescription bottle must include the student's name, the name of the medication, the dosage, and the frequency of administration. If the proper form is not on file or the medication is not in the original prescription bottle, the parent/guardian will be required to come in and administer the medication to the student.

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

Non-Prescription Medication

If a student must take non-prescription/over-the-counter medication (including but not limited to cough drops, aspirin, herbal medications, supplements, essential oils, etc.) during the school day, the parent/guardian must complete a Medication Authorization Form ([#5330-F1](#)) which provides the school with written permission to administer non-prescription medication to the student. Upon entering the school building, the parent/guardian or student must report to the office or designated personnel with the medication. The medication must be taken in the presence of designated school personnel and must be in the original packaging.

Students may not carry any non-prescription medications at school unless specifically ordered by a physician. All questions should be directed to the school nurse. Violation of this policy may result in disciplinary consequences.

MICHIGAN SECURE FIREARM STORAGE LAW

In accordance with Michigan law, firearm owners must take appropriate measures to prevent minors from accessing firearms. The law requires the following:

When on your own property or premises under your control (e.g., your home):

If a minor is or is likely to be present, any firearms must be:

- Stored in a locked box or container, **AND/OR**
- Unloaded and secured with a locking device.

When entering property not under your control (e.g., a friend's house) and leaving firearms unattended, and a minor is or is likely to be present:

Firearms must be:

- Stored in a locked box or container, **AND/OR**
- Unloaded and secured with a locking device, **AND/OR**
- Locked/unloaded and placed in a locked vehicle.

Legal Consequences of Noncompliance:

- If a child obtains an unsecured firearm and **possesses it in public or in a reckless/threatening manner**, the firearm owner may face a **misdemeanor**, punishable by fines and/or jail.

- If a child obtains an unsecured firearm and **injures or kills themselves or another**, the firearm owner may face a **felony**, punishable by fines and/or jail.

Exceptions to this law include:

- Lawful possession by a minor with a parent/guardian's permission for employment, farming, hunting, training, or lawful self-defense.
- When a firearm is accessed through **unlawful entry** to the premises or vehicle.
- When the firearm is accessed by a minor in **lawful self-defense or defense of another**.

RECESS (MIDDLE SCHOOL/ELEMENTARY SCHOOL)

Outdoor Weather

Elementary students go outside for recess twice a day, even during the winter months. We use the following guidelines to determine when students will go outdoors. To make this determination, we use the "feels like" temperature (wind chill) as reported by the National Weather Service.

Temperature Guidelines

- Below 10 degrees: Must be indoors
- Between 10-14 degrees: Modified (10 minutes) outdoor recess
- 15 degrees of above: Standard outdoor recess

Clothing

During the months of December through March, students should bring boots every day as there are many areas that can get quite muddy. Labeling items with your child's first and last name can help us to return any lost items.

Clothing Guidelines

- **51-60 degrees:** Long sleeves
- **41-50 degrees:** Jacket or sweatshirt or coat
- **30-40 degrees:** Winter jacket, hat and mittens/gloves and covered legs (i.e tights, jeans, pants)
- **29 and below and if snowy:** Full set of snow gear to play in the snow (winter jacket, snow pants, hat, mittens, and boots)
- **December - March:** Bring boots and shoes daily

Students who do not wear snow pants and boots will not be able to play in the snow.

Students who do not bring boots will still go outdoors, but are expected to stay on the blacktop.

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

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

- No one may enter the building during recess without permission from a supervisor or administrator.
- Stay on the playground at all times. If a piece of equipment goes off the playground, an adult must retrieve it.
- Fighting/play fighting, physical or verbal bullying will not be tolerated.
- Snowballs may only be thrown at targets provided on the playground, never at people.
- Roughhousing, wrestling, tackling, tripping, or holding on to other students is not permitted.
- Stay in your own assigned areas on the playground.
- Use equipment in a safe manner.
- Dress properly for the weather.
- Treat others with respect and in a manner in which you would like to be treated.

SCHOOL RESOURCE OFFICERS

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

SEARCH AND SEIZURE

Students and their personal property (e.g., purse, backpack, book bag, athletic bag, etc.) are subject to search if a school official has reasonable suspicion to believe that a student may be in possession of illegal, unauthorized, stolen, hazardous or contraband materials at school or any school-sponsored activity. Searches may be conducted with or without a student's consent. Illegal or contraband materials may be turned over to proper legal authorities for ultimate disposition. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal, not in violation of school policy or outside the original scope and/or purpose. For specific information, please refer to [Board Policy 5771](#).

Reasonable suspicion: Reasonable suspicion exists when an administrator can reasonably determine that a search will result in evidence that the student has violated this handbook, Board Policy or Administrative Guideline, or the law. This may include a belief based on specific reasonable inferences which an administrator is entitled to draw from the facts in light of their experience. Specific reasonable inferences may be drawn from instances including but not limited to suspicious behavior, smells, a visual abnormality, or information from a reliable source.

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

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

Canine Inspections: School authorities may use specially trained canines to search for the presence of illicit drugs, alcohol, weapons, and gunpowder-based items, unauthorized materials, or illegal controlled substances

in school lockers and/or in student vehicles. Such inspections by school authorities and trained dogs may be announced or unannounced and be made at any time with or without notice.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

SPECIALIZED SUPPORT SERVICES FOR STUDENTS

Please contact your child's teacher or administrator to inquire about evaluation procedures and programs available for students with a certified or suspected disability. An evaluation will be conducted to determine eligibility. If a student is eligible for specialized services, a meeting will be held to determine placement and accommodations. Teachers, parents/guardians or other professionals may make a referral if a child is suspected of having an impairment that may adversely affect their education. All students with identified or suspected disabilities, will be afforded, as applicable, the procedural safeguards and due process rights set forth in IDEA and [Section 504](#) of the Rehabilitation Act of 1973. Additional information can be found on the [District website](#).

STUDENT GOVERNMENT (HIGH SCHOOL)

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

- Class Councils - Each grade elects its own president, vice-president, secretary and treasurer, as well as six representatives. These elected officers deal with issues which affect their respective grades. All students are encouraged to participate.
- Student Congress - At each school, this governing body is composed of representatives of each grade and are selected through an application process. Student Congress is responsible for planning activities and making decisions regarding the entire student population.

VISITORS

Only students currently enrolled at P-CCS are permitted on the grounds or in the buildings during school hours. Student visitors are not permitted without authorization. Parents/guardians are always welcome to make appointments to visit the campus in accordance with the policy below. Guests and presenters involved as participants in special school events (e.g., events related to Student Government, National Honor Society, etc.) must be approved by the building principal. Authorized visitors are required to register in the general office.

- Students will only be admitted to the building and class(es) in which they are enrolled except when express permission has been granted by building administration.
- All visitors, including parents/guardians, must sign-in through the visitor management kiosk, present a form of identification (ID) or at a minimum provide their name and date of birth, upon entering the school hours and when children are present.
- A visitor who fails to submit a form of identification or their name and date of birth shall not be allowed on school property. Plymouth-Canton Community Schools shall comply with all legal restraining and protective orders.
- All visitors will be subject to a screen against the national sex offender registry. Any information received from the process is viewed only by the building administrator.
- Visitors in the building who do not have a visitor's pass will be escorted to the main office.
- Visitors deemed to be trespassing may be referred to the District's resource officers or local law enforcement. A person who has no legitimate business on District property and has not complied with the rules pertaining to visitors will be considered trespassing.
- Non-P-CCS students who have been approved for [shadow days](#) will be permitted after approval.
- Building Principals may restrict access when an individual present on campus interrupts or negatively impacts the learning environment of the building.

VISITORS: PARENT/GUARDIAN

Parents/guardians are encouraged to maintain regular contact with their children's instructors and to attend planned conferences, Open House, visitation days or to schedule an appointment to meet with a teacher or administrator. Parents/guardians may schedule a time to visit their children's classes subject to the approval of the building administrator, in accordance with [Board Policy 9150](#). During school hours, parents/guardians will not be permitted into the classroom or lunchroom without prior written permission from the classroom teacher or the building principal. Parents/guardians must be sensitive to the demands on the teacher's time as well as the potential disruption to the learning environment. Additionally, during the lunch period, students learn socialization and independence skills, and this learning opportunity can be compromised by the presence of non-staff members.

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

All visitors will approach a kiosk located in the secure vestibule and insert their driver's license or other approved ID. The system will check the visitor through a sex offender database and district established database to ensure the visitor is not a sex offender with restricted access or a person who has been prohibited from being on school property. The kiosk will approve or deny the visitor. If approved, the office staff will be notified and visitor tags will be printed in the office. If denied, the visitor may wish to contact the local law enforcement agency for issues or questions regarding restricted access associated with the sex offender list. The visitor will automatically be logged into the visitor system and checked out upon exiting the building through the same kiosk.

The Safe Visitor system can also be used to check students in and out of school and interfaces with the District's MiStar system. The system will check the identity of the person picking up the student and compare it to the MiStar authorized parent/guardians and approve or deny alerting office staff. If approved, office staff will get the student and release them through the secure vestibule while limiting entry into the school building.

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

VOLUNTEERS

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

WORK PERMITS (HIGH SCHOOL)

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

ACADEMICS

ACADEMIC INTEGRITY

All students at P-CCS are expected to maintain high standards of academic integrity and honesty. Unless specifically directed by the teacher, students must assume that all work on exams, assignments, reports and documentation of sources is to be done by the individual student. Academic integrity means representing oneself and one's work honestly. A student's failure to do so may result in academic sanctions that impact their grade, in addition to other disciplines.

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

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

unauthorized acquisition of or alteration of academic records; or (5) using artificial intelligence tools, including but not limited to ChatGPT, to create content not original to the student.

Examples include but are not limited to the following:

- Willingly and knowingly allowing another student to copy one's work without the knowledge or approval of the instructor;
- Intentionally or inadvertently leaving one's written work available in a place that makes it possible for another student to copy;
- Participating in, contributing to, or withholding information about the academic dishonesty of another student;
- Using or possessing "crib notes" or "cheat sheets" or accessing any written or electronic information when not permitted;
- Inventing information or giving false information to deceive the educational process;
- Using ChatGPT or other artificial intelligence to create content that is not original to the student; and
- The use of course materials obtained without the instructor's permission.

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

Some examples include the following:

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

Artificial intelligence is a rapidly evolving area of technology. **Please review [Policy 7540.03 Student Technology Acceptable Use and Safety](#).** As artificial intelligence continues to develop, the District reserves the right to create and implement additional policies regarding the use of artificial intelligence by students in educational contexts.

[Policy 7540.03](#)

ALTERNATIVE EDUCATION OPPORTUNITIES FOR GRADES 9-12

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

- Journey Program – (Grade 9)
- Growth Education Programs – (Grades 10 –12) including: Student Service Center, Female or Male Topics, Mentoring, and Mediating

- Starkweather Academy at Fiegel – (Grades 10-12) off-site alternative high school program
- Summer Academies, Academic Enrichment Camps, Summer School, and Fast Track
- Virtual Academy (Grades 9-12)

DUAL ENROLLMENT (HIGH SCHOOL)

In addition to the course offerings across departments at P-CEP, there are other curriculum enhancement opportunities available to P-CEP students. As addressed in greater detail in [Board Policy 2271](#) and [Administrative Guidelines 2271](#), dual enrollment at a community college or university is possible while a student is in high school. Eligible courses are academic in nature, and either not offered by P-CEP or unavailable to the student due to unavoidable schedule conflicts. Students must verify that the course meets outside the student's daily P-CEP schedule.

- To be eligible for credit through dual enrollment, the student must: Achieve a qualifying score in the relevant subject area on MME, PLAN, ACT, or PSAT readiness assessment.
- Meet with the student's counselor to begin the process for Dual Enrollment. This process includes
- completion of the Dual Enrollment Agreement form (via InformedK12) and submission of the form to Pupil Accounting.
- Register for the College Course and submit confirmation of registration to P-CEP Pupil Accounting within 10 days of registration.
- Complete the College Course and submit an official college transcript to P-CEP Pupil Accounting.

Deadlines for all new requests and course changes are firm.

- First Semester – end of school day, Friday before Memorial Day
- Second Semester – end of school day, Friday before Thanksgiving

FOREIGN EXCHANGE PROGRAMS

Each year P-CCS hosts a number of high school exchange students who are sponsored by approved foreign exchange agencies. Exchange students provide a rich opportunity for students to meet and work with students from a variety of cultural backgrounds. Additional information can be found on the [P-CEP website](#).

MULTILINGUAL LEARNER SUPPORT

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

GRADE REPORTING

P-CCS provides communication regarding academic grades through regular report cards. Additionally, MISTAR Parent Connection can be accessed on a daily basis at:

<https://sisweb.resa.net/MISTAR/PlymouthCanton/>. Report cards are available through MISTAR Parent Connection and will only be mailed upon parental request.

SCHOOL COUNSELING SERVICES (HIGH SCHOOL/MIDDLE SCHOOL)

Students are assigned a counselor to assist with issues and concerns that may arise during the school year and to assist with planning for college and/or the workforce. Please feel free to make an appointment with your counselor if you have questions or concerns. Additional information can be found on the [P-CEP website](#).

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

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

At the high school level, helpful information is available in the [P-CEP Course Catalog](#).

GUIDANCE SUPPORT (ELEMENTARY)

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

HONOR ROLL (HIGH SCHOOL)

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

MEDIA CENTER USE (HIGH SCHOOL/MIDDLE SCHOOL)

The Media Center is available for student use during the school day. Students may enter the Media Center during class time with a pass from a teacher or the Media Specialists’ permission. The Media Center is a place for quiet, individual study and research. Students are expected to follow Media Center rules and regulations. Failure to abide by Media Center rules may result in loss of your Media Center privileges or other discipline. Students are NOT allowed to be signed out of school with an off-campus pass and remain on campus in the Media Center.

SUMMER ACADEMY (ELEMENTARY/MIDDLE SCHOOL)

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

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

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

SUMMER SCHOOL PROGRAM (HIGH SCHOOL)

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

TALENTED AND GIFTED PROGRAM (ELEMENTARY SCHOOL/MIDDLE SCHOOL)

The Talented and Gifted Program ("TAG") serves students in grades 3-8. The nomination process for the TAG program begins in November each year. Students who qualify for the program will be notified in the spring. The TAG programs are housed at Gallimore Elementary (grades 3-5) and East Middle School (grades 6-8). Additional TAG information can be found on the [District website](#).

TEST OUT INFORMATION

Please refer to the [P-CEP website](#) for the most up-to-date test out information.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

The District provides students with the use of textbooks, library books, electronic devices and other instructional aides and materials free of charge. This is done with the expectation that this major investment will be properly safeguarded and that students will maintain these items in the best possible condition. Reasonable wear is expected as a result of daily use. However, students will be held responsible and fines may be assessed for unreasonable textbook damage, repair, or replacement. Students are required to return the textbook issued to them through the barcode system. Action may be taken to collect unpaid fines and/or fees. If a student needs financial assistance for the replacement fee they should contact their building administrator. Families interested in participating in the 1:1 Chromebook/iPad program should review the [user agreement](#) and [email their school's technology support team](#) for more details or to check out a device.

VIRTUAL ACADEMY

The P-CCS Virtual Academy Grades 3-8 is a partnership with Novi Virtual through the Novi School District. In the P-CCS Virtual Academy, students have the opportunity to engage in both synchronous (live, real-time) and asynchronous (independent) activities.

- Grade 3-8 students will have scheduled synchronous whole-group core instruction available to them approximately three hours per day. During synchronous learning, students will be online with others in their class, allowing for collaborative work and direct interaction with their teacher and peers. Grade 3-8 students are given a consistent learning schedule, which will include device-free breaks and flexible times for students to meet virtually in smaller groups. Students will follow the Novi Virtual school year calendar, not the P-CCS calendar.

The P-CCS Virtual Academy High School is a premier online learning option for students. P-CCS teachers lead the instruction for all students, using the P-CCS curriculum through Canvas. In the P-CCS Virtual Academy, students have the opportunity to engage in both synchronous (live, real-time) and asynchronous (independent) activities.

- High school students engage in a combination of synchronous and asynchronous learning experiences throughout the day based on their course schedules and class requirements. Course schedules, including school day start/end times and class periods, will mirror the daily schedule implemented at P-CEP. View the Virtual Academy P-CEP Course Catalog [here](#).

All P-CCS Virtual Academy Students Grades 3-12:

- Students are required to be in daily attendance, on camera, and engaged during the synchronous sessions.

Students who choose the P-CCS Virtual Academy may participate in extracurricular activities such as marching band, athletics, etc. offered by their home school as long as they meet all eligibility criteria for participation.

Student enrollment in the Virtual Academy is dependent on attendance and will follow the P-CCS K-12 Student Handbook for attendance requirements. Student enrollment in the P-CCS Virtual Academy will be reviewed in the event of excessive absences and/or failed courses.

Students will not be able to change to in-person classes for the school year during which they are enrolled in the P-CCS Virtual Academy.

ZOOM EXPECTATIONS - VIRTUAL ACADEMY (GR. 3-12)

- The microphone must be muted unless the student is speaking to the class or in a group.
- A student's video must be turned on (and show the student's face) when:
 - o Requested by the teacher
 - o During attendance
 - o During testing
- Background:
 - o Use the blur background or no filter
- Display Name:

- o Student's first and last name
- Profile Picture:
 - o Individual picture of student or student's first and last name
 - o No other pictures/graphics may be used as the student's profile picture
- Chat:
 - o Use appropriate language
 - o Use for educational purposes
 - o Students have no reasonable expectation of privacy in statements made in Zoom chats
 - o Any statements made in chat are subject to the Student Code of Conduct
- Student Engagement/Participation:
 - o Students are expected to be present and participate during synchronous Zoom instruction, which includes responding to requests for verbal or visual responses from the teacher
 - o Failure to respond and participate may impact a student's grade in the virtual course
 - o In addition, non-responsive students may be removed from the Zoom classroom and marked absent for failing to participate
- Synchronous Instruction:
 - o Students must stay in the Zoom session until dismissed by the teacher. Leaving early may result in an absence
 - o Students who are not enrolled in the class may not be on screen during class time
 - o Each student in the class should participate from his or her own device (with only one student per video screen)
- Chat and Zoom sessions may be recorded by authorized school personnel only.

ATTENDANCE

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

For these reasons, the District's attendance policy focuses on schools, parents/guardians, and students working together to ensure students' regular attendance in the classroom; however, legitimate circumstances may exist whereby a student is unable to attend school such as:

- Personal illness or illness in the family
- Funeral/death in the family
- Court appointments
- Religious holidays
- Medical appointments that cannot be made during out-of-school hours
- Other prearranged absences (including college visitation), provided pre-approval is granted

- Religious instruction and/or obligations, arranged in advance and verified by written parental excuse
- School-sponsored activities
- School-imposed suspensions

Students may participate in “take your son or daughter to work day,” but it will count as an absence, as does any time a student is not present at school or at a school-sponsored activity.

Students who do not participate in at least 50% of school classes during the day may be precluded from participating in extracurricular activities.

To ensure a student's success, it is essential for parents, guardians, and students themselves to prioritize regular attendance and make every effort to minimize absences. In cases where absences are unavoidable, communication with the school and providing valid reasons for the absences can help mitigate potential negative consequences.

A student may be considered truant under the following circumstances:

- Absence from school and unverified for more than five consecutive days.
- Absence from school for any reason, verified or unverified, for 10 or more days within a 30-day period.
- Absence from school for any reason, verified or unverified, for a total of 30 or more days within a school year.

Attendance Policy: Philosophy

We believe that active participation in the classroom is crucial for providing the best education experience to students. Discussions and classroom activities offer valuable opportunities for intellectual and emotional development, as well as the acquisition of essential knowledge, skills, and attitudes needed for success in a diverse and evolving world.

Recognizing that successful student attendance is a shared responsibility between the school and the home is crucial for fostering a positive learning environment. Each party has a role to play in ensuring regular and consistent attendance.

Roles and Responsibilities

1. **Student Responsibility:** Students are responsible for being present in their classes. They should make an effort to attend school regularly and be punctual. Attending classes helps students engage in learning, participate in discussions, and develop a sense of responsibility and discipline.
2. **Teacher Responsibility:** Teachers play a vital role in keeping accurate records of attendance. They should maintain a systematic method of tracking attendance for each student. Accurate records help identify patterns of absences, address any concerns, and provide necessary support to students who may be struggling with attendance.

3. **Parent/Guardian Responsibility:** Parents or guardians are responsible for assisting both the school and the student. They should communicate any legitimate absence to the school in a timely manner. Open and regular communication with the school ensures that everyone is aware of the reasons for the absence and can address any potential concerns. Parents can also help promote consistent and responsible attendance by instilling the value of education, setting routines, and providing support to their children in meeting their educational responsibilities.
4. **Shared Responsibility:** Both the school and the home should collaborate to promote consistent and responsible attendance. This can be achieved through regular communication, sharing relevant information about attendance policies, and addressing any challenges or barriers that may affect attendance. By working together, the school and the home can create an environment that supports students' educational journey.

Overall, recognizing that student attendance is a shared responsibility helps foster a supportive and accountable educational community, ensuring that students have the best opportunities for academic success.

Definitions/Terms

1. **Documented Absences:** A documented absence will not count against the total number of student absences. To ensure accurate attendance records, it is necessary for all related documentation to be submitted to the attendance office prior to or within two (2) school days following the absence. The following are considered documented absences: hospitalization/medical leave or a doctor's appointment related to an illness, religious obligations, mandatory court appearance, funeral.
2. **Verified Absences:** Parent or legal guardian has called the attendance office, submitted an absence through [MiStar Parent Connection](#) or provided a note within 24 hours verifying the student was not at school with parental acknowledgment. A verified absence is typically one of the following but not limited to: illness verified by parent, doctor's appointment, or a prearranged vacation. Prearranged absences will count toward the ten (10) total absences allowed by the policy. NOTE: It should be noted that parents cannot verify a class period absence that occurs during the school day. (Example: verify a class period absence so that their student can finish an assignment)
3. **Unverified Absences:** Any absence in which a parent/guardian has NOT called or provided a note. An automated phone call is made to the parent/guardian after every unverified absence. NOTE: A student will receive an absence for a class period where the student misses 10 minutes or more either at the beginning or end of the attendance period.
4. **Tardies:** A student will be considered tardy if they are not present in their assigned class when the tardy bell rings.
5. **Truancy:** Truancy is defined as any unauthorized absence from school for any period of time. Chronic tardiness can also be considered truancy. P-CCS cooperates fully with local ordinances, the Wayne County Prosecutor's Office, and the 35th District Court to address and eliminate student truancy.

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

Vacations

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

Closed Campus

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

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

HIGH SCHOOL SPECIFIC (Including HS Virtual Academy):

Notification Policy / How to Report an Absence:

High School: Parents/guardians must notify the student's home school within two days of the absence. Parents/guardians may leave a message on the Attendance Office Line or submit an absence through [MiStar Parent Connection](#). Parents/guardians will receive a robocall if their student has an absence or tardy which is unverified as of 2:00 p.m. on the day of absence. Calling into the Attendance Office, submitting an absence

through [MiStar Parent Connection](#), or providing a note within 24 hours are the only ways to excuse an absence.

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

Consequences:

High School: If a student exceeds ten (10) absences in a course, when combining verified and unverified absences, (documented, school business or suspensions do not apply), the student is demonstrating attendance issues that require an intervention to address the cause of excessive absences. The student may be referred to their assistant principal's office where a plan will be established to improve attendance and help the student be on track to receive credit for the affected course(s). The plan may have any combination of the following elements: learning plan regarding attendance skills, attendance contract, loss of school privileges, school discipline, meetings with school personnel, referral to truancy or other appropriate external agencies.

If the student's attendance does not improve, the student may have further consequences such as potential loss of the ability to receive a letter grade for the course.

The District understands that extenuating circumstances sometimes occur over the course of a semester that leads to an excess of 10 verified/unverified absences. Consequently, an appeal may be submitted to the student's assistant principal where an attendance exception may be considered.

Make-Up Work:

High School: Make-up work will be assigned to students who have documented or verified absences from school. Teachers are not required to give students the opportunity to make up work missed due to unverified absences. Requests for make-up homework should be made through the student's teacher. Same-day requests will not be honored. It is the student's responsibility to obtain all missed schoolwork. Students will be given one school day to complete any missed work for each day of verified absence; (e.g., if a student is absent three days, they will be allowed three days to make up missed assignments.) For long-term projects/assignments which were assigned prior to the date of absence, projects/assignments will be due on the day of return to school.

Leaving School During the School Day:

High School: P-CEP and Starkweather are closed campuses. A student will not be permitted to leave campus at any time during the school day unless their parent/guardian has called the home school Attendance Office or submitted an absence through [MiStar Parent Connection](#) granting permission to leave. Passes are available in the school attendance office. The student must sign out with a pass from the Attendance Office prior to leaving and sign back in upon return to school. Leaving campus without following this procedure will result in unverified absences and may result in disciplinary action. Students leaving during the school day must bring back documentation of an appointment or the absence will be unverified.

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

Tardy Policy:

High School: Students who are not in class at the scheduled time are considered tardy. All students who are tardy must report to the attendance office.

Tardiness creates a disruption to the educational process and is discourteous to staff and fellow students. Chronic tardiness can be considered truancy. A student will receive an absence for a class period if they arrive 10 minutes or later or departs 10 minutes or earlier, without permission, or misses 10 minutes or more for personal business. Missing 10 minutes or more for school business will not receive an absence. The robocall system will notify parents daily of their students' unverified tardiness. The warning tone is a signal for students to proceed to class. Once the class tone has sounded, students need a pass to be out of class for any reason. Students with parking permits who have a pattern of tardiness may have their permits suspended. Please see [District Truancy policy](#) for additional information.

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

Students who accumulate 10+ tardies will work with their assigned administrator to develop an attendance improvement plan.

MIDDLE SCHOOL SPECIFIC:

Notification Policy / How to Report an Absence:

Middle School: Parents/guardians must notify the school the day a student is absent by 9:00 a.m. Absences from one or more classes not reported verified by 9:00 a.m. will be considered unverified. Parents/guardians may call the school office 24 hours a day to report an absence. Calling into the Attendance Office, submitting an absence through [MiStar Parent Connection](#), or providing a note within 24 hours are the only ways to excuse an absence. For long-term projects/assignments which were assigned prior to the date of the absence, projects/assignments will be due on the day of return to school.

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

Make-Up Work:

Middle School: Makeup work will be assigned to students who have documented or verified absences from school. Teachers are not required to give students the opportunity to make up work missed due to unverified absences. Students will be given one school day to complete any missed work for each school day of verified absence (e.g., if a student is absent three days, they will be allowed three days to make up missed assignments).

We encourage all students to select a “study buddy” from each of their classes who they can contact about missed work during the days they are absent. It is the student’s responsibility to obtain all missed schoolwork. Students are encouraged to use MiStar Student-Connection and Canvas (online) to keep current with schoolwork. After three consecutive days of absences, missing assignments may be requested. Please allow at least twenty-four hours to fill the homework request.

Leaving School During the School Day:

Middle School: In order to ensure the safest environment for students, middle schools have a closed campus. Students may not leave before dismissal times unless accompanied by an authorized adult. All students leaving school during the day must check out through the main office. Students will only be released to individuals whose names appear as an emergency contact and who provide appropriate identification. Parents/guardians are expected to notify the main office as early as possible when students need to be dismissed early.

Tardy Policy:

Middle School: When a student is tardy from class,, 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 tardy, the teacher will notify the parent/guardian and assign a detention. Students are expected to attend detention as assigned by the administrator.

Repeated tardiness will result in disciplinary action possibly including out-of-school suspension.

Students who are not in class at the scheduled time that the school day starts are considered tardy. All students who are tardy must report to the office to sign in upon arrival. A parent/guardian must provide documentation of a tardy to school when the student reports to the office to sign in. Chronic tardiness will be referred to an administrator.

ELEMENTARY SCHOOL SPECIFIC:

Notification Policy / How to Report an Absence:

Elementary School: Please inform the school office if you know your child will be absent from school. All schools have an attendance line on the voicemail system; dial the school’s main number and then press **Option #2**. This line is available 24 hours a day. Please call prior to 9:00 a.m. as we begin to make calls home about absent children at that time. Our system of calling home allows you to be sure that your child arrived safely and is in school. Calling into the Attendance Office, submitting an absence through [MiStar Parent Connection](#), or providing a note within 24 hours are the only ways to excuse an absence.

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

Make-Up Work:

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

Leaving School During the School Day:

Elementary School: In order to ensure the safest environment for students, elementary schools have a closed campus. Students may not leave before dismissal times unless accompanied by an authorized adult. All students leaving school during the day must sign out through the main office. Students will only be released to individuals whose names appear as an emergency contact and who provide appropriate identification. Missing more than an hour of instruction in the PM (early dismissals) will be marked as a half day absence.

Tardy Policy:

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

COMMUNICATIONS

DIRECTORY AND PUBLICATION INFORMATION

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

Announcements at the high school level are also available on the [P-CEP Website](#) or by subscribing to school news by clicking the “Subscribe to School News” icon on the same page.

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

Permission to post any school-sponsored signs, posters, or flyers must be obtained by the student's building administrator prior to posting. Any posted material that is not approved will be removed. Approval will not be granted for content that school officials reasonably predict may cause a material and substantial disruption to the educational environment (see section on Distribution of Non-School Sponsored Materials). Unauthorized distribution of any materials will be halted and disciplinary action may be imposed.

FERPA

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

The following items are designated as directory information at P-CCS: student name, address, school email address (for the limited purposes listed in [Board Policy 8330](#)), date and place of birth, participation in officially recognized activities and sports, awards and honors received, and the student's photograph or electronic images as published in school yearbooks and newspapers. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of the current school year. A FERPA form is available in your school office or on the [District website](#).

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

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

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS

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

A. Material cannot be displayed if it:

1. Is obscene to minors;
2. Libelous;
3. Is pervasively indecent, or vulgar (for secondary schools), or contains any indecent or vulgar language (for elementary school);
4. Advertises any product or service not permitted to minors by law;
5. Invades the rights of another person and could result in tort liability;
6. Constitutes fighting words, the very expression of which injures or harasses other people or tends to incite immediate breach of the peace (e.g., threats of violence, defamation of character of a person's race, religion, or ethnic origin)
7. Presents a clear and present likelihood that, either because of its content or manner of distribution it will cause, a material and substantial disruption of the proper and orderly discipline of the school or school activities, a violation of lawful 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 and within the building. Violations of this policy may be subject to disciplinary action.

Anyone wishing to distribute or display non-school sponsored written material must first present for approval a copy of the materials to one of the following: Principal, Assistant Principal Attendance/Discipline/Student Issues or Assistant Principal for Operations, or the Principal's secretary. These materials must be submitted directly to one (1) of the above person - leaving a copy of the materials on an administrator's desk does not constitute submission for approval.

In addition, the student making the request will complete and sign a request form providing the following information:

1. name and telephone number of the person submitting the request and, if a student, the homeroom number;
2. date(s) and time(s) of day of intended display or distribution
3. location where material will be displayed or distributed; and
4. the grade(s) of students to whom the display or distribution is intended.

A copy of the materials to be distributed or displayed, together with the completed request form, must be provided to one (1) of the persons listed above one (1) school day (twenty-four (24) hours) in advance of the desired distribution time.

Within twenty-four (24) hours of submission of both the materials to be distributed or displayed and the completed request form, the Principal, or Assistant Principal for Attendance/Discipline/Student Issues or Assistant Principal for Operations will render a decision regarding whether the material to be distributed violates District guidelines.

If the person submitting the request does not receive a response within twenty-four (24) hours of submission, the person shall contact the office to which s/he submitted the materials to verify that 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 material may be distributed in accordance with the time, place, and manner guidelines above.

If the person is dissatisfied with the decision of the Principal, or Assistant Principal for Attendance/Discipline/Student Issues or Assistant Principal for Operations, the person may submit a written request for appeal to the Superintendent of Schools or his/her secretary. If the person does not receive a response within two (2) school days of submitting the appeal (excluding Saturdays, Sundays, and holidays), the person shall contact the Office of the Superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place, and manner guidelines above.

At every level of the above process, the persons submitting the request shall have the right to present the reasons supported by relevant witnesses and material as to why distribution of the written material is appropriate and shall have the right to appeal to the Superintendent.

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

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

1. **"Distribution"** means substantial 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 school, which are generally frequented by students.
2. **"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.
3. **"Material and substantial disruption"** of a normal school activity means:
 - a. Where the normal school activity is an educational program of the School District for which student attendance is compulsory, any disruption which interferes with or impedes the implementation of that program.
 - b. Where the normal school activity is voluntary in nature (including, for example and not for limitation, school athletic events, plays, concerts, lunch periods), "material and substantial disruption" means: 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 forecasted, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. **"Minor"** means any person under the age of eighteen (18).
5. **"Non-school sponsored written material"** includes all written material except school newspaper, literary magazines, year books, and other publications funded and/or sponsored or authorized by the

school. Examples include leaflets, brochures, fliers, petitions, placards, and underground newspapers, whether written by students or others.

6. **"Obscene to minors"** means that:

- a. The average person, applying contemporary community standard, 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.
- b. 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 such distribution is requested, such as conduct describing intimate sexual acts.
- c. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

7. **"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 period.

SCHOOL-SPONSORED PUBLICATIONS/PRODUCTIONS

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

SALES & FUNDRAISING ACTIVITIES

All sales and fundraising requests (in-school or community) and the selection of vendors must be approved in advance by the sponsor and/or faculty person in charge of the group requesting the sale and by the administrator in charge of fundraising. Officially recognized clubs, teams, classes, organizations, etc., that fail to receive advance approval to sponsor a fundraising sale or activity will have their activity terminated regardless of the monetary consequences. Please note student fundraising is subject to [Board Policy 5830](#) (Student Fundraising) and [Board Policy 9700](#) (Relations with Special Interest Groups)

FOOD AND CAFÉ

CAFETERIA CONDUCT: EXPECTATIONS OF STUDENTS

Students are expected to follow the directions of the supervisors on duty and be courteous in language and conduct toward the cafeteria/maintenance personnel. Failure to abide by the cafeteria rules may result in restricted privileges and/or disciplinary action. Expectations for student conduct in the cafeteria include the following:

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

ELEMENTARY SNACKS

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

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

SCHOOL LUNCHES

It is preferred that students bring lunch from home or purchase lunch from the cafeteria. Food deliveries to the office from outside vendors (i.e. Jimmy Johns, Grubhub, Doordash, etc.) are not permitted and will not be accepted. Parents, of course, may drop off lunches from home in the office for their children. P-CCS provides a variety of nutritious breakfast and lunch options at school each day. For menu information please refer to the [district website](#).

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

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

Visitors are subject to [Board Policy 9150](#) and Handbook provisions "Visitors" and "Visitors: Parent/Guardian."

DRINKS (MIDDLE SCHOOL/ELEMENTARY SCHOOL)

Water is permitted in classrooms. Other beverages may be used in the cafeteria during lunchtime. Beverages that are not permitted at any time include: CARBONATED DRINKS, ENERGY DRINKS, and CAFFEINATED or other ENHANCED DRINKS. We appreciate your cooperation in not sending them to school. Please be advised that the USDA Guidelines for Healthy Schools will be followed by the District.

TECHNOLOGY

[Technology Department Resource Page](#)

BRING YOUR OWN DEVICE (“BYOD”) POLICY

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. P-CCS is committed to allowing responsible, learning-centered use of personal devices at school to provide as many pathways to understanding and learning as possible for our students. However, the rights of others must always be respected as well. This policy should be read and understood in conjunction with the Student Code of Conduct as well as all District Policies and Administrative Guidelines, including but not limited to [7540.03](#) (Student Network and Internet Acceptable Use and Safety) and [5136](#) (Personal Communication Devices).

General Info

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

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

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

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

School Liability Statement

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

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

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

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

Students should understand that there is no expectation of privacy for any personal device when connected to any P-CCS network.

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

GUIDELINES FOR RESPONSIBLE USE

- Students are responsible for properly using and caring for the school technology including computers, computer peripherals, software, AV-Equipment, etc.
- Students are required to follow all directions and rules given by the teacher/supervising adult when using school technology.
- Students may only use technology including email, Internet, and the computer network for educational purposes.
- Students may only log into the computer or email using their own username and password.
- Students are prohibited from using another individual's username or password for any reason. All passwords must be registered.
- Students may only use licensed software that has been installed on the computers by the school district technology department.
- Students may not download software or programs from the Internet or bypass 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.
- Students are responsible for using school technology in an ethical manner for educational purposes.
- Students who do not use the school technology appropriately may lose the privilege.
- Students are responsible for following the guidelines in the student handbook when using school technology.
- Students acknowledge that by using school technology they understand that teachers or other supervising personnel may review files and communications to ensure that all users are demonstrating responsible use. Non-educational or inappropriate large files found on student network drives may be deleted without warning and referred to a principal.
- All publicly published student work must have the approval of the student's parent or guardian.

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

- Cell phones and other electronic devices or smart technology, including but not limited to headphones or components, smart watches, or smart glasses, may not be turned on, seen, worn, displayed, heard, or used during class time unless permission is granted by a school administrator and/or teacher for instructional purposes.
- A classroom teacher may collect cell phones during specific instructional times (testing or specific instructional time).
- Cell phones should be used appropriately at all times. The inappropriate use of cell phones to harass, bully, video or photograph others, or post material to others that is harmful is not permitted and will be subject to disciplinary action.
- Cell phones may not be used in the school locker rooms or restrooms whether here at P-CCS or at another school district or any site where a school activity or athletic event is occurring at any time. This includes the use of picture/video features. Violations may be referred to law enforcement.
- Photographs may not be taken of another individual and/or posted on any social media or other internet site without that person's express permission. This includes at any school sponsored event as well as on the bus.

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

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

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

P-CCS recognizes that a student with certain medical conditions (i.e., a student with diabetes who wears an insulin pump and/or a continuous glucose monitor), may require access to their cell phone to monitor blood sugars, adjust pump settings as outlined in their medical plan.

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

CELL PHONES/ELECTRONIC DEVICES (MIDDLE SCHOOL)

- Cell phones and all mobile devices must be turned off during the school day.
- Cell phones and all mobile devices must be kept in a student's locker – not in clothing pockets or in pencil cases - unless indicated differently by the building administration.
- Use of cell phones and all mobile devices is prohibited in locker rooms or restrooms at any time.
- Cell phones may be used in a classroom when directed by the teacher and for academic purposes only.
- If a student needs to make an emergency call during the day, they are to report to the office.
- Cell phones should be used appropriately at all times. The inappropriate use of cell phones to harass, bully, video or photograph others, or post material to others that is harmful is not permitted and will be subject to disciplinary action.
- Cell phones may not be used in the school locker rooms or restrooms whether here at P-CCS or at another school district or any site where a school activity or athletic event is occurring at any time. This includes the use of picture/video features. Violations may be referred to law enforcement.
- Photographs may not be taken of another individual and/or posted on any social media or other internet site without that person's express permission. This includes at any school sponsored event as well as on the bus.

Consequences and Family Communication:

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

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

Students using phones or electronic devices without authorization:

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

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

CELL PHONES/ELECTRONIC DEVICES (ELEMENTARY SCHOOL)

Students may possess a cellular telephone or smart technology, including but not limited to headphones or components, smart watches, smart glasses, or other electronic communication devices ("ECD") in school and at school-related functions provided that during school hours and on school vehicles the cell phone or ECD is powered off, concealed, and not in use.

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

Electronic games, cameras, radios, tape players, CD players, laser pointers, cell phones, or other electronic devices/components create a distraction to the learning environment and are therefore not permitted on school grounds unless specifically requested by staff for classroom use. Unauthorized devices will be secured in the office for parents to pick up. Personal digital assistants, e.g., palm pilots, electronic calendars, and laptops, may be brought to school when used to support the academic program and with classroom teacher permission. The school will not assume responsibility for theft, damage, or loss of electronic devices.

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

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

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

1. First offense: Warning
2. Second offense: Parent/guardian conference and confiscation of phone or device. Parent/guardian or individual on the emergency card may pick up the device after school.
3. Subsequent offenses: Students will not be permitted to bring the phone or device to school for the remainder of the school year.

ELECTRONIC USE

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

INTERNET/COMPUTER MISUSE

Only students with a completed waiver form on file may use the Internet. Students are expected to use computers and the Internet as described in the guidelines for responsible technology use. Please see the Technology Guidelines and Board Policy for further information. Violations of the Technology Guidelines may result in disciplinary action. Consequences range from an administrative conference up to and including recommendation for expulsion.

STUDENT CODE OF CONDUCT

STANDARDS FOR STUDENT EXPECTATIONS

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

STUDENT DUE PROCESS RIGHTS

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

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

When a student is considered for a long-term suspension (a disciplinary removal of more than 10 but less than 60 school days) or expulsion (a disciplinary removal of 60 or more school days), the student's parent/guardian will receive written notification. The notification will contain:

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

Students with 504 Plans or Individualized Educational Programs ("IEPs") have additional protections under Section 504 Regulations and the Individuals with Disabilities Education Act ("IDEA"). The District will comply with all State and Federal requirements regarding discipline of students with disabilities.

Where a student is being considered for a long-term suspension or expulsion, a formal hearing will be scheduled with the Board Panel for all proceedings involving an offense for which expulsion is mandated by statute (dangerous weapon, arson, criminal sexual conduct, verbal and physical assaults against staff members, volunteers or contractors, and bomb threats). All other proceedings for offenses where expulsion is not mandated by statute will be heard by the Disciplinary Hearing Panel. At all formal hearings the student may be represented by their parents/guardians, legal counsel at their own expense, and/or by a person of their choice.

APPLICATION OF SCHOOL RULES

PURPOSE OF SCHOOL RULES

The Student Code of Conduct is the District's response to requirements contained in the Michigan Revised School Code and the District's commitment to a safe learning environment for all students. Administrators and teachers stand *in loco parentis*—in the place of parents—while students are at school, on District transportation, and at school-sponsored activities and events. P-CCS takes seriously its responsibility to provide a safe learning environment for all students. This includes the right to speak with and/or meet with students when necessary.

This Code provides information and direction to students and parents/guardians regarding the expected standards of behavior and possible consequences for misconduct. The rules set forth in the Student Handbook apply to any student while on school premises, in a school-related vehicle, at a bus stop, participating in virtual instruction, or at a school-sponsored activity, and to any student conduct, regardless of time or place, that directly interferes with the operations, discipline, or general welfare of the school. Various factors will be considered in determining the appropriate penalty in any given situation. These include but are not limited to the severity of the offense, specific circumstances, impact on the learning environment, and any past disciplinary history of the student.

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

- Restorative conference with student

- Problem-solving conference
- Conference with student and parent/guardian
- Intervention conference
- Peer mediation
- Behavior plan/contract
- Exclusion from athletics, extracurricular activities, school dances, etc.
- Removal of bus privileges and/or parking permit
- Referral to local law enforcement and/or other appropriate agencies³
- Detention (before school, after school, lunch, and/or Saturday)
- In-school suspension
- Out-of-school suspension⁴
- Discipline review meeting
- Expulsion
- Placement in an alternative setting

³ The District's provision of information or referrals to an outside agency is not an express or implied offer to pay, in full or in part, for any expenses which the student may incur as a result of his/her participation with the agency.

⁴ A student placed on suspension is not allowed on school grounds or at school activities for any reason during the suspension period, unless authorized by an administrator. The suspension period officially concludes at 7 a.m. on the day the student returns to school. Co-op students may not work at the co-op job during the suspension. Any student on campus during a suspension will be considered trespassing.

RESTORATIVE PRACTICES

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

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

MANDATORY DISCIPLINE UNDER THE MICHIGAN SCHOOL CODE

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

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

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior committed by the student;
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the student; and
7. Whether a lesser intervention would properly address the violation or behavior committed by the student. MCL 380.1310d(1).

In addition, before a student is suspended or expelled for any non-statutory offense, Board Policy 5610 provides that these seven factors will be considered by the District in determining if such suspension or expulsion is appropriate.

Except for the offense of possessing a firearm, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its designee can demonstrate that it considered each of these factors in making its determination.

The Board or its designee is not required to expel a student for possession of a dangerous weapon under the Revised School Code, MCL 380.1311, if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the pupil;
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon; or

- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Furthermore, there is a rebuttable presumption that expulsion under MCL 380.1311(2) for possession of a dangerous weapon is not justified if **both** of the following are met:

- (a) The school board or its designee determines in writing that at least one of the factors listed in MCL 380.1311(2)(a-d) has been established in a clear and convincing manner.
- (b) The pupil has no history of suspension or expulsion.

STUDENTS WHO HAVE COMMITTED MISCONDUCT IN ANOTHER SCHOOL OR DISTRICT

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

SPECIFIC INCIDENTS OF MISCONDUCT AND POTENTIAL CONSEQUENCES

Please be advised that the District reserves the right to establish and enforce fair and reasonable rules and regulations for circumstances and/or situations which may not be covered in this handbook. Accordingly, matters not covered in this handbook should not be interpreted as a limitation to the scope of the District's authority to make determinations about what may be in the best interest of the safety and welfare of all students. In all cases, rules, regulations, and potential consequences will be administered as consistently as possible.

Offense	Potential Disciplinary Consequence
Academic Dishonesty / Cheating / Plagiarism Unethical or fraudulent behavior whereby an individual engages in actions that compromise the integrity of their learning or assessment process. This behavior can take various forms, including cheating and plagiarism. Using	Referral to administration, resulting in discipline up to and including suspension/expulsion.

artificial intelligence tools, including but not limited to ChatGPT, to create content not original to the student is strictly prohibited.	
Arson / Fire Unauthorized use of matches or lighters, attempting to light or burn any substance, setting fires, or the use of open flames for improper purposes *Pursuant to the Revised School Code, a student who commits arson (as defined by the Michigan Penal Code) in a school building or on school grounds is subject to permanent expulsion. MCL 380.1311(2) .	Referral to administration, resulting in discipline up to and including suspension/expulsion. Potential referral to local law enforcement. MSP Report Required
Bicycles on Campus – Use of in an Unsafe Manner Use of a bicycle in a manner that puts the student or others at risk. Students are encouraged to wear helmets while riding their bikes.	Progressive discipline
Bullying / Cyberbullying See the definition and description under the General Information section.	Referral to administration, resulting in discipline up to and including suspension/expulsion. Possible referral to local law enforcement.
Bus Misconduct Students must comply with all school rules while riding school buses or other school transportation.	Loss of bus riding privileges Referral to administration, resulting in discipline up to and including suspension/expulsion.
Controlled Substances Students are prohibited from possessing, using, concealing, soliciting, delivering, distributing, selling, and/or being under the influence of any drug or drug related paraphernalia on District property, within the Drug-Free School Zone (within 1,000 feet of school property), on school buses or other school transportation, and/or at a District-related event. For purposes of this policy, and in accordance with Board Policy 5530 , "drugs" shall mean: - all dangerous controlled substances as so designated and prohibited by Michigan statute; - all chemicals which release toxic vapors; - all alcoholic beverages; - any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy; "look-alikes" or any substance, which is represented, through statement or implication as any of the listed substances; - performance enhancing drugs as determined annually by the Department of Community Health; and - any other illegal substances so designated and prohibited by law. The District reserves the right to refer any substance to police agencies for testing. Students may seek an assistance program for intervention, referral, treatment, and after care through their counselors, administrators, deans, or	Referral to administration, resulting in discipline up to and including suspension/expulsion. Possible referral to local law enforcement. Confiscation of prohibited items. MSP Report Required

other staff members. A drug abuse prevention guide is available on the District's website under Legal Annual Notices .	
Criminal Sexual Conduct A violation of sections 520b , 520c , 520d , 520e , or 520e of the Michigan Penal Code. Criminal Sexual Conduct involves non-consensual penetration or the touching of a person's intimate parts. (A person's intimate parts include the breast, buttock or genital areas) *Pursuant to the Revised School Code, a student who commits criminal sexual conduct (as defined by the Michigan Penal Code) in a school building or on school grounds, or who pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District, is subject to permanent expulsion. MCL 380.1311(2) . *Pursuant to the Revised School Code, a student who commits criminal sexual conduct (as defined by the Michigan Penal Code) where the conduct does not come within the forgoing paragraph against another student enrolled in the District may be suspended or expelled. MCL 380.1311(1) .	Referral to administration, resulting in discipline up to and including suspension/expulsion. Referral to local law enforcement. MSP Report Required
Destruction / Defacing School Property or the Property of Others / Vandalism Intentionally destroying and/or defacing school property or property belonging to others. Students are responsible for the proper care of all books, technology equipment, 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.	Cost to repair or replace the property. Referral to administration, resulting in discipline up to and including suspension/expulsion. Possible referral to local law enforcement. MSP Report Required
Display of Affection Public displays of affection and/or physical contact are not considered acceptable behavior.	Referral to administration, resulting in discipline up to and including expulsion.
Disruptive Behavior Disruptive behavior is defined as any behavior that has a negative impact on the educational environment or interferes with the rights of other individuals within the school. This includes interference with any school function, including, but not limited to, disturbances of classes, inciting or encouraging a fight, repeated and willful breaking of established rules, or any other infringements upon the rights of others, whether it be fellow students, teachers, school employees, or administrators.	Classroom intervention/conference with the student up to referral to administration, resulting in discipline up to and including suspension.
Dress Code Violation Violation of clothing and appearance guidelines. These guidelines are put in place to maintain a suitable learning environment, ensure student safety, and promote a sense of discipline and respect among students.	Option to change clothes to clothing provided by the office or change of clothing provided by parents/guardians. Verbal warning up to suspension for repeated offenses.
Driving / Parking Violation Dangerous driving/driving in a manner that puts others at risk; failure to comply with directions of school officials, including traffic and parking requirements.	Loss of parking privileges. Referral to administration, resulting in discipline up to and including expulsion.

	Potential referral to local law enforcement.
Explosives Possession, distribution, solicitation, or use of explosives, which 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.	Referral to administration, resulting in discipline up to and including expulsion. Potential referral to local law enforcement. MSP Report Required
Extortion Use of threat, intimidation, force, or deception to take or receive something from someone else.	Referral to administration, resulting in discipline up to and including expulsion. Potential referral to local law enforcement. MSP Report Required
False Emergency Report / False Fire Alarm A false emergency report or false fire alarm refers to a situation in which an individual intentionally or inadvertently triggers an emergency alarm, such as a fire alarm, when there is no actual emergency or threat present.	Referral to administration, resulting in discipline up to and including suspension/expulsion. Potential referral to local law enforcement.
Fighting / Physical Violence Fighting, or other physically aggressive or violent behavior, with any other student, staff member or school visitor on school property, at bus stops, before and/or after school, or at school-sponsored functions is prohibited. If a student is having difficulties with another student, staff member or school visitor, that student should share their information with a staff member as soon as possible.	Referral to administration, resulting in discipline up to and including expulsion. Potential referral to local law enforcement. MSP Report Required
Forgery / Counterfeit Intentionally misrepresenting information given to school district personnel. This includes, but is not limited to, forgery and falsifying of hall pass or attendance excuses, counterfeiting of documents or money, and falsifying school records.	Referral to administration, resulting in discipline up to and including expulsion. Potential referral to local law enforcement.
Gambling Gambling or playing games of chance for money or valuables is prohibited.	Referral to administration, resulting in discipline up to and including suspension.
Gang Behavior / Affiliation Participation in known gang activities or displaying gang symbols or affiliation is prohibited. 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.	Referral to administration, resulting in discipline up to and including expulsion. Referral to local law enforcement. MSP Report Required
Harassment / Discrimination See the definition and description under the Non-Discrimination Policy.	Referral to administration, resulting in discipline up to and including expulsion.
Hazing Hazing includes any intentional or reckless act meant to induce physical pain, embarrassment, humiliation, or physical or mental discomfort that is directed against another student for the purpose of being initiated into,	Referral to administration, resulting in discipline up to and including suspension/expulsion.

affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team.	
Inappropriate / Unauthorized Use of Technology or Materials Use of technology or instructional materials to cause disruption or damage.	Referral to administration, resulting in discipline up to and including suspension/expulsion.
Inappropriate Behavior Any solicited, unsolicited, or unwelcome comment or conduct that may intimidate, disparage, demean, humiliate, or demonstrate aggression toward another person or could reasonably be perceived as disruptive, damaging, disrespectful, offensive, unsafe, or negatively impact the educational environment. This may include off-campus behavior or behavior via social media if it causes a substantial disruption to the school environment. ⁵	Conference with the student to referral to administration, resulting in discipline up to and including suspension/expulsion.
Insubordination Failure to follow a reasonable directive by school staff.	Conference with the student to referral to administration for discipline, which may include out-of-school suspension.
Interference with School Authorities Willful or intentional attempts to undermine or interfere with school personnel fulfilling their duties.	Conference with the student to referral to administration for discipline, which may include out-of-school suspension.
Loitering Students may not loiter in building hallways, entrance ways, locker rooms, restrooms, or parking lots. Students are expected to use passing time to travel to their next assigned areas. Students are not permitted in the halls during class time unless accompanied by District staff or provided with an official hall pass. Students without a pass will be considered loitering and will be referred to their building principal.	Referral to building administration.
Persistent Disobedience Repeated violation of any combination of school rules.	Referral to administration, resulting in discipline up to and including suspension/expulsion.

^[5] *Kutchinski v Freeland Community School District*, 69 F4th 350 (CA 6, 2023).

Physical Assault on an Employee / Volunteer / Contractor Intentionally causing or attempting to cause physical harm to a District employee, volunteer, or third-party contractor, through force or violence *Pursuant to the Revised School Code, a student in grade 6 or above who commits a physical assault against another a school employee, volunteer, or contractor on school premises, on a school bus or school-related vehicle, or at a school-sponsored activity is subject to a suspension or expulsion of up to 180 school days. MCL 380.1310(1) .	Referral to administration, resulting in discipline up to and including suspension/expulsion. Potential referral to local law enforcement. MSP Report Required
Physical Assault on a Student Intentionally causing or attempting to cause physical harm to another student through force or violence. *Pursuant to the Revised School Code, a student in grade 6 or above who commits a physical assault against another student on school premises, on a school bus or school-related vehicle, or at a school-sponsored activity is subject to permanent expulsion. MCL 380.1311a(1) .	Referral to administration, resulting in discipline up to and including suspension/expulsion. Potential referral to local law enforcement. MSP Report Required

Profanity / Slurs / Vulgar Language Profane, obscene, or abusive language should not be used. This includes the use of obscene gestures, slurs, signs, pictures, publications, or electronic messages.	Conference with the student to referral to administration for discipline, which may include out-of-school suspension.
Sexting “Sexting” is the act of electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images and/or videos. Sexting is not only an inappropriate and forbidden behavior, it also violates many state and local laws. Students and their parents need to be aware of the possible criminal consequences and penalties for possessing, producing, and disseminating pornographic and/or sexually explicit material. Violations may carry felony charges and label the youth as a sex offender. Parents and students should understand that once a picture of a video is on the internet, it may be copied hundreds if not thousands of times.	Referral to administration, resulting in discipline up to and including suspension/expulsion. Referral to local law enforcement and other appropriate agencies.
Skippping Class The act of intentionally and without authorization not attending a scheduled class or academic session.	Referral to administration, resulting in discipline up to and including out-of-school suspension. Potential referral to local law enforcement and other appropriate agencies.
Tampering / Hacking The intentional act of altering, destroying or accessing any school documents including but not limited to: teacher’s grade/assignment books, attendance, discipline, academic transcripts, district network and any other school-related documents, whether stored electronically or in “hard” copy form.	Referral to administration, resulting in discipline up to and including suspension/expulsion. Potential referral to local law enforcement. Payment of restitution.
Theft The intent, attempt, or act of dishonestly acquiring the property of others.	Referral to administration, resulting in discipline up to and including suspension/expulsion. Potential referral to local law enforcement. Payment of restitution. MSP Report Required
Tobacco Use or Possession / E-Cigarettes / Vaporizers Possession and/or use of any smoking product or device, including electronic cigarettes/vaporizers or products associated with them, is prohibited on school grounds, school property, school buses, or vehicles on school grounds whether or not the product is intended to be used for tobacco or tobacco-like substances. This includes, but is not limited to, tobacco, e-cigarettes, and/or smoking liquids and other synthetic cannabinoids and/or synthetic hallucinogens. The District reserves the right to refer any substance to police agencies for testing.	Referral to administration, resulting in discipline up to and including suspension/expulsion. Potential referral to local law enforcement. Confiscation of prohibited items.
Trespassing Entering District property without permission to do so. Students who are suspended or expelled from school may be considered trespassers if they are on campus without permission.	Referral to local law enforcement. MSP Report Required

Verbal Assault / Bomb Threat A verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat *Pursuant to the Revised School Code, a student in grade 6 or above who commits a verbal assault against a District employee, volunteer, or contractor, or a bomb threat or similar threat, is subject to a suspension or expulsion for a period of time as determined at the discretion of the school board or its designee. MCL 380.1311a(2).	Referral to administration, resulting in discipline up to and including suspension/expulsion. Potential referral to local law enforcement. MSP Report Required
Weapon – Possession of a Dangerous Weapon in a Weapon Free School Zone, in Violation of the Revised School Code, MCL 380.1311(2). Pursuant to the Revised School Code, a student who possesses a dangerous weapon in a weapon free school zone is subject to permanent expulsion. MCL 380.1311(2). A dangerous weapon is defined in the statute as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles”. MCL 380.1313 A firearm means any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive; the frame or a receiver of any such weapon; any firearm muffler or firearm silencer; or any dangerous destructive device. 18 USC 921 “Weapon free school zone” means school property and/or a vehicle used by a school to transport students to or from school property. MCL 750.237a. “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. MCL 750.237a.	Referral to administration, resulting in discipline up to and including permanent expulsion. Immediate referral to local law enforcement and/or other appropriate agencies. Confiscation of prohibited items. MSP Report Required
Weapon – Possession of a Look-Alike Weapon or Weapon Not Included within the Revised School Code Definition Students are prohibited from possessing guns of any type (including air and gas-powered guns, whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, chemical mace, pepper gas, stun guns, BB guns, pellet guns, razors, box cutters, ammunition and explosives, or any object which, in the manner in which it is used or is intended to be used, is capable of causing or threatening injury or bodily harm, property damage, or danger to the health and safety of persons. Please be advised that look-alike weapons will be treated as actual weapons.	Referral to administration, resulting in discipline up to and including expulsion. Referral to local law enforcement and/or other appropriate agencies. Confiscation of prohibited items. MSP Report Required
Weapon – Use of a Legitimate Tool as a Weapon Students are prohibited from using a legitimate tool, instrument, or equipment, such as a pen, pencil, compass, or comb, to threaten or cause injury or bodily harm to another.	Referral to administration, resulting in discipline up to and including expulsion. Referral to local law enforcement and/or other appropriate agencies. MSP Report Required
Weapon – Failure to Report Students are required to report to an administrator, security staff, or school resource officer any knowledge of weapons and/or threats of violence by a student. To anonymously report specific threats of school violence, weapons, or other suspicious or criminal conduct call the P-CCS Anonymous Tip Line: (734) 416-2920, the Michigan State Police Hotline: 1-8550MICH TIP (or report	Referral to administration, resulting in discipline up to and including expulsion. Potential referral to local law enforcement.

online at Michigan.gov/MICHTIP), or OK 2 SAY: (855) 565-2729 (or report online at: www.ok2say.com).	
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