



# Parent/Student Handbook

Preparing Students for  
**College,**  
**Career**  
**& Life!!**

**Plymouth Educational Center**  
[www.plymouthed.org](http://www.plymouthed.org)

## **Welcome to the Plymouth Educational Center**

All members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. Parents, we understand that you are your student's "first teacher" and play a critical role in the educational process. We are honored to work with you to prepare your child for success in College, Career & Life!

**Plymouth Educational Center Administration**



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## **FOREWORD**

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

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

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

## **MISSION**

*“We the Plymouth Educational Center Community will nurture, motivate, educate and elevate all students by promoting academic excellence and responsible citizenship”.*

## VISION

*The Plymouth Educational Center envisions its students proficient in problem solving, decision-making, and coping skills that will prepare them to be cooperative, productive, and responsible members of the community and the greater society.*

## Statement of Philosophy and Beliefs

*The primary goals at Plymouth Educational Center are embedded in intellectual endeavors and high student achievement. We believe ALL students WILL and CAN learn. Our students will learn in a safe structured school environment. The educational team is committed to finding “Keys to Success” for our students. Every lesson and learning activity will allow for high student engagement using multiple teaching methods. It is our unyielding commitment to develop a culture of thinkers, problem-solvers, and responsible citizens. We WILL prepare our students to be successful, academically, behaviorally, emotionally and socially.*

- *Our students can be successful academically by: (a) giving their personal best (b) completing all assignments (c) asking for help and support.*
- *Our students can be successful behaviorally by: (a) doing what is right (b) making right choices (c) doing what is expected (d) following rules and directions.*

*Plymouth Educational Center students will be prepared for COLLEGE, CAREER & LIFE.*



The policy of Plymouth Educational Center is to provide an equal education opportunity for all students.

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

Human Resources

313-831-3280 ext. 126

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

## **SCHOOL DAY**

*K - 8*

8:00 a.m. - 3:25 p.m.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School/Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teachers' directions and to

obey all School/Academy rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If this is not possible, the student should seek help from the School Social Worker.

## **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

Parents have the responsibility to support the school's efforts to provide a safe and orderly learning environment. Parents should know and support school and district rules and policies.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or passport;
- B. Most recent report card and transcript;

- C. Court papers allocating parental rights and responsibilities, or custody (if appropriate);
- D. Proof of residency;
- E. Proof of immunizations;

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The main office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the School during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the local school district.

Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the School during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the suspending school had the student committed the offense while enrolled in school.

Prior to denying admission, the School Leader shall offer the student an opportunity for a hearing to review the

circumstances of the suspension or expulsion and any other factors the School Leader determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

The School Leader will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the School Leader.

## **EARLY DISMISSAL**

Individuals who desire to pick up students early must sign in at the security desk and then go to the school office to have the student called to the office. The individual picking up the child must be on the “authorized pickup list”. **Going directly to the teacher’s classroom to pick up a child is not allowed.** Students will not be released to anyone under 18 years of age even if listed on the authorized pickup list **UNLESS** the minor is a Plymouth Educational Center student picking up a sibling or other relative.

## **TRANSFER OUT OF THE DISTRICT**

Parents should notify the School Leader about plans to transfer their child to another school. Transfer will be authorized only after the parent and/or student has returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the school for specific details.

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

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shot or waivers, the School Leader will remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the main office.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## USE OF MEDICATIONS

### Prescribed Medications

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

- A. Parents should, with their physician's counsel, determine if the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Medication Request and Authorization Forms 5330 F1, F1.a and F1.b must be filed with the respective School Leader before the student will be allowed to begin taking any medication during school hours.
- C. All medication must be registered with the School Leader's office.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be brought to school directly by the parent. A two to four
  - (2-4) week supply of medication is recommended.
  - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/ or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription

is no longer to be administered or at the end of a school year.

- F. Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will inform the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

### **Non-Prescribed (Over-the-Counter) Medications**

A physician's prescription or order is necessary to allow the School/Academy to give the student non-prescribed medication at school.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize



such medication, but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications.

If a student is found using or possessing a non-prescribed medication without parent authorization, she/he will be sent to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

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

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES & PESTS**

When deemed necessary, specific measures will be taken to ensure the health or safety of the school. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with the person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

## **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the District Special Education Director at 313-831-3280 to inquire about evaluation procedures and programs.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the School/Academy. It is, therefore, the policy of this School/Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the School/Academy. Parents should contact the Building Principal to inquire about evaluation procedures and programs offered by the School/Academy.

## **STUDENT RECORDS**

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

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual Family Education

Rights and Privacy Act (FERPA) notice which can be requested in the main office.

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Student Records Coordinator in the Main Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the School/Academy's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sexual behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or

- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with PPRA and Board policy, the School Leader shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon written request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the School Leader.

The School Leader will provide notice directly to parents of students enrolled in the School of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the School Leader will notify parents of students in the School, at least annually at the beginning of the school year, regarding specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing, selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov)  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraising activities:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as “runs for .....” will be monitored by a staff member in order to prevent a student from

overextending himself/herself to the point of potential harm.

- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the School Leader.

## **STUDENT VALUABLES**

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

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the School Leader prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes free breakfast and lunches available to all students.



Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the School Leader.

Applications for school's Free and Reduced-Priced Meal program are distributed to all students. We request that all parents complete the form, as it is required in order for our school to receive federal funding for the meal program. If a student does not receive the form, contact the Food Service Director at (313) 831-3280.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety and laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season, using the procedures provided by the State.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school/academy must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

<b>FOX2-TV</b>	<b>WXYZ-TV</b>
<b>WDIV-TV</b>	<b>WWJ-Radio</b>

Parents and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must sign in at the security desk located at the entrance of the building, then report to the school office to obtain a pass. Any visitor found in the building without a pass shall be reported to the School Leader. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Parent visitations and volunteer activities must be prearranged. All volunteers must submit to a background check with the Michigan State Police. Parents/volunteers will complete a background check form and it will be submitted by School staff. No volunteer will be allowed to interact with students until the background check is performed. At the beginning of each semester, parents will be given the opportunity and encouraged to volunteer in their child's classroom for one day. Those who volunteer will be instructed that their volunteerism should be done with the best interest of the entire class in mind. To this end, they are not to engage the teacher in individual discussions about their child(ren) nor should they focus their attention solely on the needs of their child(ren). Instead, the parent should assist as directed by the teacher. Examples of appropriate assistance include, setting

up class activities, collating/stapling documents, assisting with clean up after activities, retrieving copies from office, etc.

Parents who wish to meet with their child's teacher will be directed to request a meeting before school, after school or during a teacher's preparation period. The meeting request should be made directly with the teacher via email or phone. The teacher is required to respond to the request within 48 hours. On the meeting day the parent must report to the office first to receive a visitor pass. Prior to receiving a visitor pass, the front office staff will confirm the meeting with the teacher. Whenever possible, the teacher should contact the front office via email or phone to inform them of a planned meeting so that it can be placed in their meeting log.

Students may not bring visitors to school without prior written permission from the School Leader.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the School Leader. Violation of this policy may lead to disciplinary action.

## **USE OF OFFICE TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the School Leader. The School Leader will try to respond to requests for approval within twenty-four (48) hours of their receipt.

## **SECTION II – ACADEMICS**

### **FIELD TRIPS**

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

### **GRADES**

Plymouth Educational Center has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

The school uses the following grading system:

97	to	100	= A+
93	to	96	= A
90	to	92	= A-
87	to	89	= B+
83	to	86	= B
80	to	82	= B-
77	to	79	= C+
73	to	76	= C
70	to	72	= C-
67	to	69	= D+
63	to	66	= D
60	to	62	= D-
59	to	00	= F

## **Grade Point Average**

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

## **Grading Periods**

Students will receive a report card at the end of each 9 or 10 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can discuss with the teacher what actions can be taken to improve poor grades.

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

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

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity
4. attendance

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

### **Honor Roll(s)**

Each quarter students are recognized for exemplary academics. The Honor Roll list highlights those students who earned a 3.0 GPA or higher in any given marking period.

### **Positive Behavior Interventions and Support (PBIS)**

The Restorative Practice program intends to build community and foster positive relationships in the school. It is designed to positively influence human behavior and strengthen society around the world.

## **Athletic Awards**

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

## **Attendance Awards/Acknowledgements**

The District encourages all students to strive for perfect attendance. By attending school regularly, students are best positioned for success in college, career, and life.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for state required tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

- Students are expected to complete ALL homework assignments for class.
- Students are expected to give their best effort.
- Students are expected to ask for help and support as needed.

**Homework Definition:** Any assignment given by a teacher or academic coach to be completed at home which includes but not limited to:

- Incomplete homework
- Projects, Research Papers

- Writing Assignments, Drafts, Edits, Revisions
- Regular assignment/packets to enhance and compliment homework and class work

**Violation of the school's homework and schoolwork policy will result in the following sanctions:**

- **1<sup>st</sup> Step:** Teachers will contact and notify parents about any missing assignments. Students will be expected to take home missing assignments on Friday to be completed over the weekend and returned completed on Monday
- **2<sup>nd</sup> Step:** Students will be given an in-school or after-school detention to complete any missing assignments that were not returned completed after the weekend
- **3<sup>rd</sup> Step:** Parents will be contacted to schedule a mandatory parent meeting and the child will serve an In-School Suspension to complete work

## **COMPUTER TECHNOLOGY AND NETWORKS**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet in the school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.



Smooth operation of the school's network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities:

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/Email account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

- b. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  - c. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - d. Never agree to get together with someone you “meet” on-line without prior parent approval.
  - e. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board’s computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Board’s computers/network to develop programs that harass other users or

infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to disks or flash drives. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the Director of Technology before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than email) without prior approval from a teacher or the Director of Technology. All such authorized

communications must comply with these guidelines.

- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of websites hosted on the Board's servers remains at all times with the Board.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et. seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256; 18 U.S.C. 1460; 18 U.S.C. 2246

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to take the appropriate district and/or state required tests:

- Terra Nova Grades K-2
- Developmental Reading Assessment (DRA) K-2
- Michigan Literacy Progress Profile (MLPP) K-3
- Performance Series by Scantron Grades 2-8
- M-Step Grades 3-8
- Explore Grade 8

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests and presentations will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Presentations of Learning are a required component of the high school program. Students are awarded credit for successful completion of Presentations of Learning (POL) that satisfy the Visual, Performing and Applied Arts as mandated in the Michigan Merit Curriculum (MMC).

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

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

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. The Plymouth Educational Center District will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the High School Counseling Office.

## **SECTION III – STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

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

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

Authorized groups include:

**Athletics, Student Council, Boys and Girls Mentorships, S.T.E.M, Robotics and Lego Program, W.E.B. DuBois Honors Program**

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

## **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

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

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-District-sponsored organization may use the name of the school or school mascot.

## **ATHLETICS**

Plymouth Educational Center provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered: Girls and Boys Basketball, Girls Volleyball, Coed Soccer, Cheerleading, and Football. For further information, contact the Athletic Director at 313-831-3280.

## **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Learning results from active participation in classroom and other school activities that cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

To encourage our students to attend school the following policy applies:

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading period, a student will be considered a "habitual truant" which can result in:

- a. Assignment to an alternative placement with loss of participation in school activities and events;
- b. A poor work-ethic grade which will become a part of the student's permanent record which may be sent to future schools, employers and postsecondary schools;
- c. A hearing before a judge in a court of law; and/or
- d. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.



The skipping of classes or any part of the school day is considered an unexcused absence (truancy) and no make-up of class work will be permitted. Disciplinary action will follow.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests, personal illness, illness or death in the family, religious observance, quarantine, attendance at health facilities, required court appearance, approved college visits, obtaining learner's permit, road test, approved cooperative work programs, in school suspension, out of school suspension, homebound instruction, psycho-educational testing, mandated school meetings, or other such reasons as may be approved by administration.

Students with a health condition that causes repeated absence are to provide the school office with a written explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than one (1) day of the day of the absence or by the following day. They are to call the school office at (313) 831-3280 and explain the reason for the absence. If the absence can be foreseen the "good cause" must be approved by the School Leader, and the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reason, will be considered "frequently absent". If there is a pattern of frequent absence

for “illness”, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent absences and the treatment that is being provided to rectify/stabilized the condition. Without such a statement, the student’s permanent attendance record will indicate “frequent” unexplained illness,” a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a **“frequently absent”** student will be placed on “attendance watch” to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her permanent student file grading record and/or transcript concerning his/her frequent absence from school. Such a report may be provided to postsecondary institutions and/or possible employers.

### **Suspension from School**

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the Dean of Students beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made up tests.

### **Excusable, Non-approved Absence**

If a student is absent from school because of suspension, the absence will not be considered a truancy, and she/he will be given the opportunity to make up the school work that is missed.

### **Un-excused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state of Michigan. A vacation during the school year is not an excused absence.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school at 313-831-3280 by 8:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the School Leader, a student may not make up the work.

### **Tardiness**

A student who is not in his/her assigned location by 8:15 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

**Students are expected to be on-time and prepared for class.**

### **Tardy Policy**

- **Tardiness Definition:** A student who is not in his/her assigned location by 8:15 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.
- **Tardiness Definition:** Any student who is not in their seat and prepared for class at the beginning of the class period during the school day.

**\*Three (3) times tardy to school will equal one absence and contribute to truancy. Counted tardy absences will be include in the school's absenteeism policy.**

**Violation of the school's tardy policy will result in the following sanctions:**

- **1<sup>st</sup> Step:** Parents will be contacted and notified when students is tardy for school or class
- **2<sup>nd</sup> Step:** After three (3) tardies, teachers will notify the Dean of Culture. The Dean of Culture will contact the parents and schedule a detention for student
- **3<sup>rd</sup> Step:** Parents will be contacted to schedule a mandatory parent meeting and the child will serve an In-School Suspension

**Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the School Leader and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the vacation; however absences due to vacations are considered unexcused absences.

## **Make Up of Tests and Other School Work**

Students who have been excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student shall contact the classroom teacher as soon as possible to obtain assignments. Teachers will determine what constitutes a makeup of an excused absence from among the following and at their discretion. (PLEASE NOTE: Makeup work must be completed within the number of days absent, but within no more than five (5) school days after the student's return. If the work is not completed, these absences count towards the total number of absences permitted.)

Student work can, at the discretion of the teacher, be made up in the following ways:

- An after-school make-up class;
- A free-period/lunch make-up class;
- A before-school make-up class;
- The completion of specific reading assignments;
- The completion of all class work and exams;
- A conference with teacher;
- Peer tutoring;
- Independent study assignments;
- Peer tutoring;
- The completion of alternative projects:
  - Reports or projects on related topic; Class presentation; Article review; Internal research; Other work as determined by the teacher

If a student misses a teacher's test due to an excused absence, she/he may make arrangements with the teacher to take the test. If s/he misses a state or school required test or other

standardized test, the student should consult with the counselor or Building Leader to arrange for taking the test.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The District will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will provide adequate supervision for all students who are participants in a school activity. Students must comply with the District Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

A major component of the educational program in the Plymouth Educational Center District is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly. Expected Behaviors include:

- Be a respectful spectator
- Do your own work (no copying/plagiarism)
- Follow lunchroom rules
- In complete uniform
- Follow the directions of adults
- Respect personal & school property
- Respect the rights of students to learn and teachers to teach

- Settle conflict in a peaceful manner
- Treat adults and students with respect
- Use appropriate verbal & body language

## **Uniform Policy**

<b>Attire</b>	<b>Boys K-8</b>	<b>Girls K-8</b>
Shirts	White or powder blue button-up shirt	White or powder blue button-up shirt
Pants/Skirt/Jumper	Navy blue	Navy blue
Black Shoes/Socks	Solid black shoes, no stripes or two tones. Socks: solid blue or black	Solid black shoes, no stripes or two tones. Socks: solid blue or black socks or tights
Belt	Navy blue or black belt with no more than a 2 inch buckle	Navy blue or black belt with no more than a 2 inch buckle
Earrings	No earrings	No earrings larger than 1 inch; hoop earrings not larger than 1 inch diameter
Sweater – K -7 <sup>th</sup> Grades	Navy Blue – NO HOODIES	Navy Blue – NO HOODIES

**\*Navy blue blazers required for all 8<sup>th</sup> grade students**

In seeking to create an environment and atmosphere that is scholarly and conducive to learning, Plymouth Educational Center requires students to adhere to a uniform dress code. The uniform policy is as follows:

### **PROHIBITED APPAREL**

Denim fabrics of any style, hoodies, sweatshirts, colored socks other than blue or black, tight fitting or baggy oversized clothing items, leggings, jeggings, sweat suits and jogging attire, fleece, lounge or sleep wear, t-shirts, halter-tops, tank/spaghetti straps, strapless or sheer see-through

blouses, any head gear, (included but not limited to scarves, head wraps, do-rags, bandanas or skullcaps), gym shoes, sandals, flip flops, boots (may be worn to school but student must wear shoes once in the building)

**The uniform policy will be strictly enforced on the first day of school -- Tuesday, September 8<sup>th</sup> and throughout the entire school year.**

**Violation of the District Uniform Policy will result in the following sanctions:**

- **1<sup>st</sup> Offense:** Parents will be contacted and notified that their child is not in compliance with the school's uniform policy.
- **2<sup>nd</sup> Offense:** Parents will be contacted to pick up their child. The child may return to school that day wearing the prescribed uniform.
- **3<sup>rd</sup> Offense:** Your child will be suspended for one (1) day and will not be allowed to return until a conference with the parent(s) is held.

### **Care of Property**

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

Damage to or loss of school equipment and facilities wastes money and undermines the school program. Therefore, if a student does damage to or loses school property, the student



or his/her parents will be required to pay for the repair or replacement of the items. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

The Board of Directors has adopted the following District Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school/academy staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **EXPLANATION OF TERMS APPLYING TO THE DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Each incident of misconduct will be given a point value. When a predetermined number of points have been reached, consequences, including suspension or expulsion, maybe levied. (*See Disciplinary Policy Summary for points*) Please be advised once a student accumulates 20 disciplinary points, there will be a mandatory meeting involving the student, the teachers, the parents/guardians, the Dean of Students and the Principal/ Assistant Principal to discuss strategies to improve the student's behavior. At the conclusion of the meeting, all involved parties will sign a

behavior contract which will be used to evaluate the student’s behavior.

***Level I***

*These **Level I** violations should be managed in the classroom. Teachers may request a conference be held with the parent to discuss the misbehavior.*

<b>Violations</b>	<b>Minimum Consequences</b>	<b>Procedures</b>
<ul style="list-style-type: none"><li>• Horse playing</li><li>• Running</li><li>• Disruptive noises</li><li>• Not prepared for class</li><li>• Dishonesty</li><li>• Toys</li><li>• Cheating</li><li>• Possession of cell phone/electronic device</li><li>• Uniform violations</li></ul>	<ul style="list-style-type: none"><li>• Verbal correction/student conference</li><li>• “Timeout”</li><li>• Grade reduction*</li><li>• Parent-teacher conference</li><li>• Withdrawal of privileges</li><li>• Behavior contract</li><li>• Honor Level Violation</li><li>• Confiscation</li><li>• *Only applies to cheating</li></ul>	<ul style="list-style-type: none"><li>• Violation confirmed by staff</li><li>• Student advised of misconduct</li><li>• Violation reported to parents</li><li>• Items confiscated (if applicable)</li></ul>

## ***Level II***

<b>Violations</b>	<b>Minimum Consequences</b>	<b>Procedures</b>
<ul style="list-style-type: none"> <li>• Throwing objects</li> <li>• Defacing school property</li> <li>• Verbal confrontations</li> <li>• Disruptive behavior</li> <li>• Inappropriate physical contact</li> <li>• Possessing “look alike weapon”</li> <li>• Possessing dangerous non- life threatening objects</li> <li>• Computer misuse non-pornographic</li> <li>• Inappropriate language</li> <li>• Truancy</li> <li>• Indecent/inappropriate attire</li> <li>• Insubordination</li> <li>• Possession of prohibited items</li> <li>• Threatening bodily harm</li> <li>• Forgery</li> </ul>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Parent-teacher conference</li> <li>• Withdrawal of privileges</li> <li>• Behavior contract</li> <li>• In School Suspension</li> <li>• Detention</li> <li>• Out of School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Violation confirmed by staff</li> <li>• Student advised of misconduct</li> <li>• Violation reported to admin. via MiStar/email</li> <li>• Admin. or designee conferences with student and determines consequence</li> </ul>

### ***Level III***

<b>Violations</b>	<b>Minimum Consequences</b>	<b>Procedures</b>
<ul style="list-style-type: none"> <li>• Repeated Level II violations</li> <li>• Conduct injurious to self or others</li> <li>• Destruction of property</li> <li>• Fighting</li> <li>• Gambling</li> <li>• Harassment</li> <li>• Hitting another student</li> <li>• Computer misuse pornographic</li> <li>• Possessing dangerous item (lighter, stick, etc.)</li> <li>• Theft</li> <li>• Possession of obscene/pornographic items</li> </ul>	<p><b><i>All level III violations require mandatory removal, detention, and/or suspension.</i></b></p>	<ul style="list-style-type: none"> <li>• Violation confirmed by staff</li> <li>• Student advised of misconduct</li> <li>• Violation reported to admin. via MiStar/email</li> <li>• Admin. or designee reports to classroom, removes student, conferences with student and determines consequence</li> </ul>

## ***Level IV***

*Level IV violations may result in law enforcement being notified.*

<b>Violations</b>	<b>Minimum Consequences</b>	<b>Procedures</b>
<ul style="list-style-type: none"> <li>• Assault</li> <li>• Verbal Assault</li> <li>• Arson</li> <li>• Extortion</li> <li>• Bomb Threat</li> <li>• Sexual Conduct</li> <li>• Gang related activity</li> <li>• Possession of deadly weapon</li> <li>• Selling/possessing/distributing dangerous/illegal materials</li> <li>• Selling/possessing/distributing alcohol, drugs, tobacco, inhalants, paraphernalia</li> <li>• Under in the influence of alcohol/drugs</li> <li>• Unauthorized distribution of OTC drugs/prescriptions</li> <li>• Purposely setting a fire</li> <li>• Hazing</li> <li>• Multiple Fighting Offenses</li> </ul>	<p><b><i>All level IV violations require mandatory removal, a suspension and a Due Process Hearing by the CAO.</i></b></p>	<ul style="list-style-type: none"> <li>• Violation confirmed by staff</li> <li>• Student advised of misconduct</li> <li>• Violation reported to admin. via MiStar/email</li> <li>• Admin. or designee reports to classroom, removes student, conferences with student, suspends student until hearing date</li> <li>• Due Process Hearing conducted by CAO</li> </ul>

## **Cell Phones**

Students may possess cell phones in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles they are powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight.

A “cell phone” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Students may not use on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school.

Also, during after school activities when directed by the Building Principal or sponsor, shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

Students are prohibited from using to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without the expressed prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a cell phone to take or transmit audio and/or video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a cell phone to violate the privacy rights of another person may have their cell phone confiscated and held until the end of the school year.

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

Students are prohibited from using a cell phone in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01.Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a cell phone to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their cell phone to receive such information.

Violations of this policy may result in disciplinary action and/or confiscation of the cell phone. The School Leader may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the cell phone is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any cell phone confiscated by the School staff will be marked in a removable

manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. in School custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771- Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a cell phone to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a cell phone in violation of this policy is required to report the violation to the School Leader.

Students are personally and solely responsible for the care and security of their cell phone. The Board assumes no responsibility for theft, loss, damage, or vandalism to cell phones brought on to its property, or the unauthorized use of such devices.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

**\*School-wide use of electronic devices will remain a privilege when used responsibly and properly, and can be revoked at any time per administrative discretion. Students are responsible for following classroom rules regarding use of electronic devices and are subject to discipline handled by the classroom teacher. Discipline may include confiscation of device; which can be held until**



**the end of the school day. Multiple offenses will result in parent pick up and conference.**

### **Violation of bus rules**

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by the Building Principal,

### **Harassment**

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

Harassment is defined as inappropriate conduct that is repeated enough or is serious enough to negatively impact a student's educational, physical, or emotional well being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name calling, taunting, hazing, and other disruptive behaviors.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the Principal, assistant Principal, the Dean of

Students, or the Conflict Resolution Specialist. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for an employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**Harassment:**

- A. Submission to unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefitting from the services, activities, or programs of the school;
- B. Submission to, or rejection of, the un-welcomed

conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the school;

- C. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. un-welcomed touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Any verbal or physical sexual misconduct including but not limited to, rape and sexual harassment is illegal. Examples include sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any student who commits criminal sexual conduct on school property or at a school-sponsored event shall be permanently expelled for a period of not less than 180 days. (PEC COC rev.2004)

**Note: Any administrator, teacher, coach or other school**

**authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law. M.C.L.A. 722.621, et. seq.**

## **Bullying**

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic.

Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Bullying – intimidation of others by acts such as (but not limited to) the following:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact

- C. threatening or taunting verbal or written or electronic/digital communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, or making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the School Leader, Assistant Principal, or the Superintendent.

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigative process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Notification**

Notice of this policy will be circulated annually to all school buildings and departments within the school, and discussed with students as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the school will be required

to review and sign off on this policy and the related complaint procedure.

### **Possession of a firearm, arson, and criminal sexual conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the School Leader’s office.

### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of the Plymouth Educational Center District is involved in crimes occurring in the school, as well as in the community, related to physical violence, gang

related acts, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, and property crimes including but not limited to, theft and vandalism.

### **Safety concerns for personal transportation devices**

Students should not use in-line skates (roller blades), bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or school pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation vehicles. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the School Leader's responsibility to keep things orderly. In all cases, the Plymouth Educational Center District shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **In School Suspension (ISS)**

The Plymouth Educational Center District has authorized an alternative to out of school suspension for certain kinds of school offenses. In School Suspension (ISS) requires the

student to remain in the school, but not attend regularly scheduled classes. ISS may be assigned for any offense deemed necessary by a school administrator and/or when the lesser punishments have not proven effective in modifying or correcting a student's behavior. A student assigned to ISS is excluded from all classes and scheduled activities both during and after school for that date. This includes attending or participating in these activities.

## **Discipline of Students with Disabilities**

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

## **Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side, and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the School Leader will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Building Leader. The request for an appeal must be in writing. During the appeal process, the



student shall not be allowed to remain in school or participate in co curricular and extra-curricular activities.

The appeal shall be conducted in a private meeting, and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Directors, the hearing is governed by the Open Meeting Act. Under the Open Meeting Act, the hearing must be public, unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed while on suspension and/or after returning to school. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning in that the student chooses not to make up maybe reflected in the grades earned.

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

If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the School Leader. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion. The student will not be allowed to attend school-sponsored events, including those that are sponsored away from the school building.

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

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence
- The time and place of the Board meeting where the decision to confirm the expulsion will be determined;
- The length of the recommended suspension or expulsion
- A brief description of the hearing procedure
- A statement that the student may be given testimony, present evidence, and may also provide a defense.
- A statement that the student may request attendance of school personnel who either were party to the action or accused the student of the infraction

Students being considered for long-term suspension or expulsion will be immediately removed from school. A formal hearing will be scheduled with the superintendent\_ during which the student may be represented by his/her parents, legal counsel, and/or by another person of his/her choice.

Within ten (10) calendar days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Directors. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The Plymouth Educational Center makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building leader.

## **PERMANENT EXPULSION**

The Board will not tolerate behavior that creates an unsafe environment or a threat to safety.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under federal law.

### **Physical Assault**

The Board shall permanently expel a student in grade six or above if that student commits physical assault at the School against a staff member, a volunteer, or a contractor. Physical assault is defined as intentionally causing (or attempting to cause) physical harm to another through force or violence.

The Board shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at the School against another student.

### **Verbal Assault**

The Board shall suspend or expel a student in grade six or above for a period of time, as determined at the Board's discretion, if the student commits verbal assault at the School against a staff member, a volunteer, or a contractor or makes a bomb threat (or similar threat) directed at the building, property, or a School-related activity. 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.

### **Weapons**

In compliance with state and federal law, the School Board shall expel any student (unless as noted below) who possesses

a dangerous weapon in the School's weapon-free school zone or commits either arson or criminal sexual conduct in a School building or on School property, including School buses and other School transportation.

## **SEARCH AND SEIZURE**

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

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

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

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retained the right to access and review all

electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the students' knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary actions.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of the legitimate concern. As with suggestions, written concerns and grievances may be directed to the School Leader or to the officers of the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

# District Title I Plan



## PLYMOUTH EDUCATIONAL CENTER DISTRICT PARENT INVOLVEMENT PLAN/ANNUAL TITLE I REVIEW PLAN

One of the most important factors in a student's success in school is the involvement of parents in the education process. Parent involvement at Plymouth Educational Center District focuses on four specific dimensions:

1. Awareness of the school program
2. Involvement to support the child's success in school
3. Personal development and growth
4. Advocacy for children

Our district facilitates involvement through parent-teacher conferences, training programs for parents, staff and volunteers, assemblies and district activities. Volunteers are recruited through parent meetings, school improvement team contacts, steering committee initiatives, and local community agencies.

Parents, grandparents, and community representatives are encouraged to serve as volunteers and mentors in the school. They are also involved in all aspects of the district's planning and implementation process.

Sign-in sheets are used to document parent and community participation. Copies of agendas and meeting materials are on file in the office.

The following is a list of staff, student and parent responsibilities for successfully educating all students in our school:

**Staff Responsibilities:**

- Communicate through work and action the expectation that all students will be successful learners, and that failure will not be acceptable.
- Communicate with all parents regarding students' attendance and academic progress utilizing various tools, venues and technology.
- Establish and maintain consistent and firm classroom practices to include checking all homework.
- Participate in professional development activities on a regular basis.
- Expose students to educational experiences that will prepare them for the 21<sup>st</sup> Century, success in college, and career.
- Exhibit a sense of caring and empathy.
- Will provide parents with school and district performance profiles.

**Student Responsibilities:**

- Attend school on time, regularly and prepare to learn to the best of their ability.
- Complete all homework assignments and in-class assignments.
- Show respect for all school staff persons and for other students.
- Show respect for school property and help maintain a clean, safe, positive, attractive, and drug-free learning environment.
- Push themselves to use their mind well, further their own learning, and work to creatively solve problems.

### **Parent Responsibilities:**

- See that your child maintains regular school attendance.
- Help your child develop good study habits by designating a time and quiet location for daily study.
- Monitor what your child wears and brings to school.
- Support all school efforts to correct your child's undesirable behavior by allowing your child to experience the consequences of such behavior.
- Attend parent-teacher conferences, parent in-service sessions and school activities.
- Call the school when your child will be absent.
- Work with other parents and staff to create a network of parents to volunteer, participate and strengthen school initiatives and programming.

### **Guidelines for Parent Participation Plan/Title I Plan**

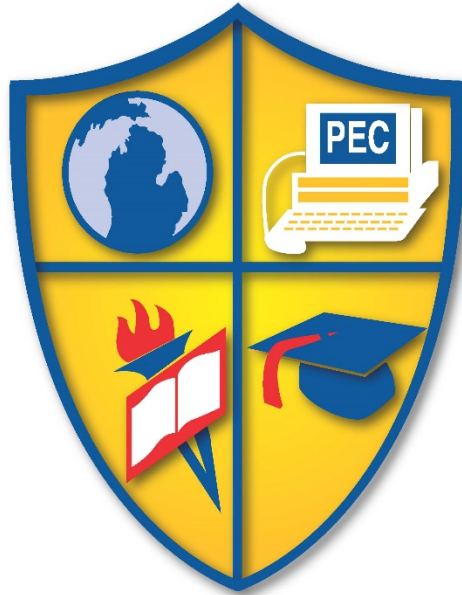
#### **Review:**

- ❖ The Plymouth Educational Center District administrative staff will work with parents annually to involve them in the revision of this plan. The evaluation of the plan will be conducted with parents, identifying any barriers to greater parental involvement.
- ❖ The staff will work to conduct meetings at different times allowing for flexibility and accessibility for parents in order to ensure attendance at meetings.
- ❖ Meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain.
- ❖ Opportunities will exist for parents to collaborate with other parents and participate appropriately in



the decision making regarding the school program and revisions to the plan above.

- ❖ Parents will be involved in the planning, review and improvement of the Title I program.
- ❖ Information concerning school performance profiles and their child's individual performance will be communicated to parents.
- ❖ Other activities will be conducted as appropriate to the plan and the State or Federal requirements.



# Plymouth Educational Center

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