



**Peck
Junior / Senior
High School
STUDENT HANDBOOK
2011 – 2012**

**STUDENT
HANDBOOK**

**I. WELCOME TO PECK JR.-SR.
HIGH SCHOOL**

The Pirate Guide has been prepared to supply students, parents and faculty with the essential information needed for a successful and rewarding high school experience. The Peck Board of Education for the welfare of the entire school community has authorized the policies and procedures in the guide.

Best wishes for a successful school year; and if I can be of any assistance, please let me know.

Willard W. Roles
Principal

FOREWARD

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes

any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2011. If any of these policies or administrative guidelines referenced herein are revised after June 30, 2011, the language in the most current policy or administrative guideline prevails.

**EQUAL EDUCATION
OPPORTUNITY**

It is the policy of this District 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 District's Compliance Officer listed below:

Willard W. Roles
Jr/Sr High School Principal
810-378-5200

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

PARENT INVOLVEMENT PLAN

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. To view the Parent Involvement Plan please contact the high school office and ask to review the NEOLA Policy 2112 pertaining to this plan.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- [] unless enrolling under the District's open enrollment policy.
- [] unless enrolling and paying tuition.

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

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The High School office will assist in obtaining the transcript, if not presented at the time of enrollment.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

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

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Peck Community Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the High School office for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without 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 shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the High School office.

II. SCHOOL REQUIREMENTS

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits.

Each student must pass the highest grade level.

Special Education student graduation requirements are determined by the IEPC plan.

A total of 24 credits are needed to graduate. Credits by classes are as follows:

In addition students will be required to take any necessary State testing such as MEAP, Michigan Merit Exam, etc as a graduation requirement. The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, will replace the Michigan Educational Assessment Program (MEAP) assessments at the high school level.

This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one

session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Parents and students should watch school newsletters and the local press for announced testing times.

Class of 2011

- 4 credits.....English
- 4 credits.....Mathematics (Alg.I, Geom., Alg II, math senior year)
- 3 credits.....Social Studies (US Hist, Govt/Econ, World Geog & Hist)
- 3 credits.....Science (Biology, Chemistry/Physics, Elec.)
- 1 credit.....The Arts
- ½ credit.....Physical Education
- ½ credit.....Health

On-Line Experience: One online course, as defined by the Department, or the student’s district must integrate an “online experience” throughout each of the components of the prescribed curriculum.

Class of 2016

- 2 credits.....Foreign Language

Students who attend the Sanilac Career Center must take 3 classes at Peck High School.

To fulfill Michigan and local requirements, Seniors must be full time students, with a minimum of 5 credits their senior year and must pass these 5 credits to graduate.

CAREER CENTER

The Sanilac County Career Center is located four miles north of Peck. Certain rules and regulations will be in effect:

1. Students will be granted 3 credits upon completion of all class work as prescribed by the Career Center for the school year or 1/2 credit per semester.
2. All students attending the Career Center are governed by home school rules. A suspension at the Center means home school suspension and vice-versa.
3. Driving to the center is by permit only.
4. The Peck High School bus will be leaving at 12:25 p.m.. Students missing the bus will receive an unexcused absence. They cannot drive their car to the Career Center at all for that day. Abusing Career Center obligations may result in home school discipline.
5. During days when the Career Center is closed for any reason including inclement weather and conferences, students should not report to the high school during the time they normally attend the Center.

GRADING SYSTEM

Each semester of every class is graded individually.

1. Students receive a ½ credit for each successfully completed semester of a course. If a student fails one semester of a required course then that semester must be repeated. There are no year-long grades given. The grade is recorded as two separate semester grades.
2. Classes designated as semester classes would continue to receive a semester final grade.
3. Students grades will be based on 80% of their class work which would consist of homework, quizzes and tests and a semester exam of 20% to receive semester credit.

Under this system a student will receive a semester final grade only in all classes. This grade will appear on the report card and be used as a basis for figuring grade point averages.

CLASS RANK

The students who have accumulated the highest grade point average using the Honors Grade Point System determine class rank. The grades used in the calculation are grades earned at the end of each semester. It is considered a tie if students are within .05 of their cumulative average. This system is used in determining Valedictorians and Salutatorians. For a student to be considered for class rank recognition, they must earn a letter grade for the majority of the classes that appear on their transcript.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are given out to all students every three weeks after the start of each semester. Report cards are given out every nine weeks to notify parents of progress. **When a student receives a progress report with one E or more, a parent must sign the progress report and have it returned to the office so the school knows the parent is aware of the failing grade. Students not returning a signed progress report will be issued a detention. The parent should contact the school immediately and make an appointment to meet with the teacher(s) involved.**

GRADE AVERAGING

Peck Jr/Sr High School 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. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Semester grades will be averaged based on the system listed below.

Regular Grade Point Averaging		Honors Grade Point Averaging	
A	4.0	A+	5.3
A-	3.7	A	5.0
B+	3.3	A-	4.7
B	3.0	B+	4.3
B-	2.7	B	4.0
C+	2.3	B-	3.7
C	2.0	C+	3.3
C -	1.7	C	3.0
D+	1.3	C-	2.7
D	1.0	D+	1.3
D-	0.7	D	1.0
E	0.0	D-	0.7
		E	0.0

FINAL EXAMS

Exams are required in all academic classes. A student who misses an exam must make up the exam within the allotted time, as indicated in the attendance policy, or receive an “E” for the course.

STUDENT RECORDS

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see NEOLA 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers

are no longer needed, they shall be shredded by an employee who has authorized access to such records.

For Directory information pertaining to students see NEOLA District Policy 8330. This may be done by contacting a Peck Community Schools administrator.

Students 18 years of age or older may review their records. Parents may review the records until the child is 18. Students under 18, who request information sent to another school, employer, or college must have their parent sign a record release form. Students 18 or older must sign their own record release form.

Parents have the option of not having their child's name and address given out to the military for the purpose of recruiting. They will need to contact the High School office or the Counselors office and let them know not to release information to the military.

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 principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

NIGHT SCHOOL

Students may take night school classes at their own expense and receive credit toward graduation. The guidance office must approve all classes in advance. Students taking Community Education and/or Night School classes must have taken the class previously at the home school and failed said subject before consideration will be given. These approved Community Education and/or night school classes will be on a credit-no credit basis.

COUNSELOR

Guidance services are available for every student in the school. These services include assistance with educational planning, study help, help with home, school and/or social concerns, or any questions that students feel they would like to discuss with the counselor. Students wishing to visit a counselor should sign up for an appointment in the guidance office.

JUNIOR HIGH PROMOTION/RETENTION REQUIREMENTS

The promotion or retention of a student is to make a better learning situation in all areas for the student.

All 7th and 8th grade students will be promoted to the next grade level having passed at least 3 of the 4 basic academic classes (English, Social Studies, Science and Mathematics) and making satisfactory progress in all non-academic classes.

However, in the event that a student fails the first semester and shows great improvement the second semester, a committee of the Principal, Counselor and Teachers may combine the two semester grades and give an overall passing grade for the course.

FACULTY/CLASS ADVISORS

All students/classes in the Jr./Sr. High School are assigned to two faculty/class advisors. The advisors are available to assist students with any problems which may arise pertaining to school activities.

III. ATTENDANCE POLICIES

Regular and timely attendance is extremely important if students are to receive the full benefit of their educational opportunities. Furthermore, the State of Michigan School Laws provide that all children between the ages of six and sixteen regularly attend school. Children who do not follow the provisions of this Law are subject to a Petition of Truancy being filed with the Sanilac County Probate Court.

In Opinion #5415, Attorney General Frank Kelly ruled that school authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement. A school district, by its agents and employees, may consider attendance in determining a student's grade in a course. Therefore, the following administrative rules are necessary:

1. For all absences, it is the student's responsibility to have a parent or guardian write a note explaining the reason for the absence, or call the high school at 378-5200 before 10:00 a.m. on the day of the absence, otherwise upon return a note, signed by their parent/guardian, explaining the reason for the absence will be required. If the office is not contacted, the absence will be considered unexcused and will result in the student receiving a ZERO or "E" for the day and/or other disciplinary action. For all excused absences make-up work will be given.
2. **STUDENTS WHO ARE ABSENT IN AN INDIVIDUAL CLASS MORE THAN 10 DAYS PER SEMESTER WILL NOT BE ELIGIBLE TO RECEIVE CREDIT IN THAT CLASS, REGARDLESS OF THEIR LEVEL OF WORK.** However, students absent due to hospitalization, doctor's visit, confinement at home or family emergencies, funeral, may be given additional consideration regarding this rule. Documentation must be provided.
3. Students are to be in their classes according to their assigned schedules.
4. Fifteen minutes late to class, or leaving class fifteen minutes early counts as an absence in that class.
5. Class work missed during a suspension, shall be made up for credit and will be due the day that the student returns to school. Failure to obtain make-up work is no excuse for not doing work missed.
6. A student's absence due to administrative reasons, guidance appointments, field trips, athletic trips and other school related functions are excluded from the rule providing proper documentation is submitted.
7. When a teacher detains a student after class dismissal time, the student should receive a pass stating the time or email the next teacher.
8. Whenever a student's parents desires their child to be dismissed from school while in session, the student must present a note in the office or the parent must notify the office by phone at the beginning of the school day stating the reason and time of dismissal.
9. When students have an excused absence from school, it is their responsibility to obtain their make-up work. One day per day absent will be allowed for make-up (ex. if a student is absent Monday and Tuesday – Monday's work is due on Thursday and Tuesday's work will be due on Friday), unless prior knowledge or arrangements have been made.
10. The principal will determine whether a student's absence is excused or unexcused - a note or phone call does not automatically grant the student an excused absence.
11. Students who become ill or injured during the school day are to report to the office for assistance.
12. There will be no excused Skip Day.
13. Students who are late to school (i.e., arrive after 8:05 a.m.) or late to 5th hour shall register in the office before reporting to class; otherwise, they shall report directly to class. Each teacher will record tardiness.

14. The third tardy, in a semester, to an individual class will result in the following: (1) unexcused absence in that class and (2) one hour detention after school (see section V). A fourth tardy will result in a suspension from that class for a day and a fifth tardy to a particular class will result in a suspension.
15. LEAVING SCHOOL - When leaving school early, the student must sign out in the office and gain permission from parent or legal guardian. The principal or his designee must also give permission for the student's departure.
16. The consequences for skipping or truancy per year are as follows:
 - 1st time - one day suspension. Phone call or letter sent to parents.
 - 2nd time - three (3) day suspension from all classes. Letter sent to parents requesting a conference with them before the student is re-admitted to classes.
17. EXTRA-CURRICULAR ATTENDANCE - A student must be in attendance for the second half of the day to participate in or attend an extra-curricular activity on any given day. This includes any school sponsored activity that takes place over a weekend. If a student is not in school on Friday afternoon they cannot participate in any school sponsored activity until their return to classes. This rule may be waived if pre-arranged by 10:00 a.m., with principal, or absent due to an emergency in the family.
18. Students who are 18 years old must have parents notify the school when they are absent. If an 18 year old student brings in their own note, the school will still notify parents of the absence.
19. The administration reserves the right to use discretion as needed in all situations regarding attendance.

CHANGE OF ADDRESS

Please inform the office if you change your address or telephone number.

LEAVING SCHOOL GROUNDS (Early Dismissal)

No student will be allowed to leave school prior to dismissal time without a written request signed by [] the parent [] a person whose signature is on file in the School office or the parent coming to the school office to request the release, or verbal confirmation by phone. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian or verbal confirmation by phone. Students in grades 9-12 are given the privilege to go off school grounds to local restaurants, bakery, or party store for lunch. Students should exhibit the same behaviors as required in school or this privilege may be revoked. Students are not allowed to go to any other home but their own for lunch and their parent/guardian must notify the school giving permission. Violations will result in a suspension. Students are expected to remain on school property once they arrive at school.

SCHOOL CLOSINGS AND DELAYS

In case of inclement weather, school closing or delay will be broadcast on radio station WMIC-AM (660 AM), WTGV-FM (97.7 FM) in Sandusky and WPHM (1380 AM) in Port Huron. Please listen to one of these stations for information. Do not call the school or school employees at home.

IV. STUDENT INFORMATION

ACADEMIC INTERVENTION PROGRAMS

JUNIOR HIGH SCHOOL ACADEMIC INTERVENTION PROGRAM

It is the goal of Peck Jr./Sr. High School that no child is left behind. The Pyramid of Interventions is a multilevel assistance

program designed to ensure that all students succeed academically on a case-by-case basis.

FIRST LEVEL

Any Junior High Student who earns a D or E in *any* class at any given three-week grade reporting will be required to properly fill out their planner and have it checked by a tutor daily. The student will be scheduled for intervention with a tutor in the Tutor room as deemed appropriate, and will do so until the next grade reporting check (progress report or report card). Teachers will contact the student's parents/guardians to explain why the student earned the D or E (progress report or phone call).

SECOND LEVEL - AFTER SCHOOL STUDY HALL

Student's receiving more than two E's at any given three-week grade reporting will be assigned to an after school study hall with the Tutors, required to properly fill out planner and have it checked by a tutor daily. The student will also be scheduled for intervention(s) with a tutor in the tutor room as deemed appropriate, and will do so until the next grade reporting check (progress report or report card). Students in Level Two who consistently fail to complete assigned work will be assigned to an after school study hall with the Tutors on a daily basis until all work is completed. Permission will be required from parents/guardians for after school study hall because of transportation issues. After school study hall is held from 3:10 – 4:00 p.m. All handbook rules apply to students involved in the study hall.

LUNCH INTERVENTION

Jr. High students failing one or more classes at progress report time must report to the intervention room during lunch. *Students failing to attend an assigned lunch intervention will be given a detention. Students must attend the lunch intervention room weekly until they are receiving a passing grade in all classes.

Students in any level of Junior High Intervention will be required to properly fill out planner and have it checked by tutors on a daily basis.

HIGH SCHOOL ACADEMIC INTERVENTION PROGRAM

The purpose of this program is to offer students the academic assistance and incentives necessary to have success in all classes. There are three components to the program that includes a privilege system, academic incentives and academic interventions. The privilege system will allow students to maintain their open lunch and driving privileges by behaving properly in school (no suspensions) or by earning all passing grades each grade reporting period (progress reports and report cards). Student privileges will be evaluated on a three-week basis. Academic incentives will include honor roll recognition, certificates, and prize drawings at honor roll assemblies. The assemblies will take place at the end of each quarter of the school year. Academic interventions will include required Tutor placements, daily progress report monitoring, National Honor Society tutoring, placement in the after school study hall (for students who are failing multiple courses) and electronic on-line remediation and/or credit recovery course work

CLASS DUES

Class dues will be determined each year depending upon needs.

SCHOOL SPIRIT

1. Respect/Courtesy - Toward teachers, fellow students, and all officials of school activities.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest level.

DANCES/PROM AND PARTIES

1. Classes may sponsor dances with the principal's approval.
2. Proper dress is expected at school sponsored dances in accordance with the school dress code policy. Sheer or otherwise revealing attire will not be allowed.
3. The cost of admission shall be set up by the sponsoring organization. No admission will be charged to parents and faculty, who are always welcome.
4. Only students in grades 9 through 12 and their guest may attend, unless the sponsoring organization invites the Jr. High grades.
5. Students leaving the building may not re-enter.
6. It shall be the duty of the chaperones, along with the help of the entire student body, to see that all dance regulations are strictly enforced.
7. Students must sign up guests in the high school office and get a permission form filled out by noon the day of the dance. If guests are not signed up they will not be allowed to attend. Guests may not be over 20 years of age.
8. Students who bring a guest will be held responsible for the guest's behavior.
9. Students are expected to behave like ladies and gentlemen at all times.
10. The sponsoring group must make sure the area used for the dance is clean and picked up at the conclusion of the dance.

DISTRIBUTION OF MEDICINE

Students who are on prescription medication and wish to take medicine during school hours must have written permission from their doctor. Students who are taking over the counter drugs must also have a doctor's written permission. All prescribed drugs and over the counter drugs must be stored in, and dispersed from, the main office.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

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

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASE

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

INDIVIDUALS WITH DISABILITIES

The American's 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 District's programs and facilities.

DRESS CODE

Student dress affects student behavior and educational attitudes. In order to promote a positive learning environment certain standards should be maintained. Improper apparel includes: hats, sunglasses, bandannas, clothing without sleeves, bare midriffs, flip-flops, sheer or otherwise revealing clothing, pajamas, spiked jewelry, chains hanging from clothing, skirts, dresses and shorts of less than mid-thigh length (must extend past finger tips), shorts that are not properly hemmed (no cutoffs), apparel that is torn, cut or ragged. Pants must be worn so undergarments are not visible. Clothing viewed as educationally distracting or inappropriate due to wording or sayings will not be allowed. Any item that has any reference to drugs, beer, alcohol, or tobacco of any kind are not allowed. ALL COATS, JACKETS AND BOOK BAGS ARE TO BE PLACED IN LOCKERS AND ARE NOT TO BE WORN IN OR TAKEN TO CLASS.

FIELD TRIPS

Field trips are a vital part of the educational setting. We encourage participation, but expect proper attire and exemplary behavior consistent to the high standards maintained at Peck High School. In addition to the dress code, no blue jeans, gym shorts, tee shirts or other clothing deemed improper will be allowed unless approved by school administration. Students will be aware of all rules and regulations for field trips and the failure to abide by these will result in appropriate disciplinary consequences. Students will remain at the school if they come inappropriately dressed, all expenses incurred will not be reimbursed. No student may participate in any school-sponsored trip without parental consent.

[] Attendance rules apply to all field trips.

FINES

If fines are not paid, the school district will put a "hold" on all transcripts, records and diplomas to be released until arrangements for payment have been made. Also, students will have fines paid in full before textbooks and other school equipment will be issued at the beginning of the school year.

FIRE, TORNADO AND LOCK DOWN DRILLS

The school complies with all fire safety 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.

FIRE ALARM - CONSTANT HORN BLAST

1. Stop work and move out of the building by instructions posted by the door.
2. Walk in an orderly manner and gather as a class within 200 feet of the building. Teachers will take attendance.
3. Do not re-enter until the all-clear bell is sounded.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

STORM ALARM – P.A. ANNOUNCEMENT

1. Report to safety areas as indicated in each room.
2. Remain in silence there until the all-clear bell is sounded.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires.

LOCK DOWN – P.A. ANNOUNCEMENT

1. Continue with normal school routine as much as possible.
2. No one may enter or exit the building during the lock down until further instruction.

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 District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

FUND RAISERS

The building principal must approve all fund raising projects, and only one fundraiser campaign may take place at a time.

INJURIES AND ACCIDENTS

All injuries and accidents must be immediately reported to a teacher or the office. 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.

HOMEBOUND INSTRUCTION

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

LEAVING SCHOOL GROUNDS

Students are expected to remain on school property once they arrive at school.

MEDIA CENTER

The media center is available to students during the school day. If students enter the Media Center independently they must present a pass to the Media Center Specialist from a teacher. All Media Center materials must be checked out before being removed from the Media Center. Fines or penalties will be charged if books are not returned on time. Improper Media Center conduct will result in loss of Media Center privileges.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is their responsibility to see that their locker is kept locked and in order at all times. Students' are expected to keep lockers in good usable condition. Obscene or illegal items are forbidden in student lockers. Pictures and posters hung in lockers must meet high school standards. Students are responsible for the locker assigned to them and should not move to another locker or trade with a friend without permission from the office. The principal/designee has the authority to inspect lockers.

NATIONAL HONOR SOCIETY

Membership is governed by National By-Laws. Students who are sophomores, juniors or seniors are eligible for membership if

they meet the criteria of the National Honor Society, which is based on exemplary scholarship, leadership, service and character.

PARENT CONFERENCES

Parents may schedule a conference with a teacher, counselor or the principal by telephoning the school office at 810-378-5200.

SCHOOL PHONES

The telephones in the high school office are for school business only. Students will not be allowed to use the office phones or a teacher's phone except in cases of extreme emergency. Students will not be called out of class to answer the telephone.

SIGNS AND POSTERS

The principal must approve all signs and posters displayed in school. Classes, organizations, or individuals who put up signs or posters are responsible for their removal after the event is over.

STUDENT AUTOMOBILES

Students driving cars to school must park in the southwest parking lot. All cars should be locked after arriving in the morning. Student drivers should obey the following rules:

1. The use of vehicles during school hours is prohibited without proper documentation and approval.
2. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted.
3. Students may not enter the parking lot or sit in cars during school hours unless permission is obtained from the office.

Violations of the above rules will result in a one-day suspension and a possible loss of driving privileges.

4. State of Michigan law prohibits level 2 drivers, at least 16 years old, from driving from between 10 p.m. and 5 a.m. to school or a school-sanctioned event unless accompanied by a parent, legal guardian, or licensed adult over 21 years old. Level 2 drivers are prohibited from having more than 1 passenger under 21 years old.

STUDENT COUNCIL

The student council officers are elected by their peers while the grade level representatives are selected by class advisors. The Council's function is to promote the general welfare of the school, foster school spirit, present ideas of the student body, assist in formulating school policies, and create a friendly relationship among students, faculty and community.

STUDY SKILLS

Successful students will:

- A. Bring notebook, paper, pen, pencil and other appropriate materials to class.
- B. Be an active participant in the classroom; by listening and taking part in discussions.
- C. Ask questions when they don't comprehend the material.
- D. Plan their work and schedule time for homework each day.
- E. Make sure they understand the assignment before leaving class.
- F. Apply what they learn; both inside and outside the classroom.
- G. Strive to do their best, not just to get by.
- H. Record daily homework assignments in their Pirate Planner.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the High School office at 810-378-5200 to inquire about evaluation procedures and programs offered by the District.

TEXTBOOK AND EQUIPMENT

Textbooks and equipment are furnished by the school district and are issued at the beginning of the year. Students are financially responsible for lost or damaged books/equipment.

TIME SCHEDULE

8:00 - Warning Bell
8:05 – 8:54 - 1st hour class
8:57 – 9:46 - 2nd hour class
9:49 - 10:38 3rd hour class
10:41 – 11:05 Seminar
11:08 – 11:57 4th hour class
11:57 - 12:27 - Lunch
12:27-1:16 - 5th hour class
1:19 -2:08 - 6th hour class
2:11 – 3:00 – 7th hour class

WORK PERMITS

The State of Michigan provides for control of employment of minors. All people between the ages of 14 and 18 must have a work permit before they can be employed. No person under 14 years of age may be issued a work permit. Students may obtain work permits from the superintendent's office.

V. BEHAVIOR EXPECTATIONS

BUS REGULATIONS

Riding a school bus is considered a privilege available to resident students. When students do not behave responsibly and follow all rules and regulations their privileges will be revoked. The school district is not compelled to transport any student who does not follow the bus driver's directions. The following rules and regulations have been established to insure the safety of all students and drivers.

1. Only students eligible for transportation will be permitted to ride school buses.
2. Students must ride assigned bus and get off bus at assigned stop unless parent/guardian and principal grant prior permission.
3. The driver is in charge of the bus, and students will regard him/her with respect and courtesy.
4. Conduct Rules:
 - a. Observe same conduct as in the classroom
 - b. Be courteous, use no profane language
 - c. Do not eat or drink on the bus.
 - d. Keep the bus clean.
 - e. Cooperate with the driver.
 - f. Do not be destructive.
 - g. Stay in your seat.
 - h. Keep head, hands, and feet inside the bus.
 - i. Bus Driver is authorized to assign seats.
 - j. All school rules as in the student handbook will be enforced.
5. In the event of an emergency:
 - a. Stay calm
 - b. Listen for instructions.
 - c. Exit quickly and quietly.
 - d. Use emergency door only during emergencies of drills.

Failure to comply with the above rules may result in the student being denied the privilege of riding a Peck school bus or some other disciplinary measures.

CONSEQUENCES OF NOT FOLLOWING BUS REGULATIONS:

First ticket: Student verbally warned and/or minimum one-day suspension bus suspension

Second Ticket: Minimum of one-day bus suspension.

Third Ticket: Minimum three days bus suspension

Fourth Ticket: Student is suspended from bus use for the remainder of the year, or indefinite as warranted.

* TICKETS ISSUED ARE CUMULATIVE FOR THE SCHOOL YEAR.

SEVERE VIOLATION CLAUSE

The following violations will result in an automatic ticket: physical violence, damaging seats, blatant disobedience, and other serious violations. The above situations can result in a suspension from school.

LUNCH PERIOD REGULATIONS

Lunch accounts may be deposited to in the school cafeteria before the first bell of the day and after the official lunch hour begins. Students may apply for free and reduced lunches by submitting the appropriate documentation to the high school office. Students must obey the following rules:

1. No shoes of any kind (including tennis shoes) may be worn in the new gym.
2. There should be no loitering in front of the superintendent's office or in the adjoining hall.
3. The Jr. High students may go outside, on school property or in the old or new gym.
4. Lunch waste should be throw away in the trash barrels located in the lunch room.
5. Talk quietly and keep the cafeteria lines orderly with no running, pushing or cutting of lines.
6. Pick up and clean up any food you drop or spill.
7. Students may not go out south end doors or sit in cars during lunch period

Failure to follow the lunch period regulations will result in the offending student(s) cleaning the cafeteria, loss of the privilege of eating in the cafeteria, and/or suspension from school.

All food, drink and lunches are to be eaten in the cafeteria or designated area during the student's lunch hour. Students purchasing food or drink off campus must also eat in designated areas.

STUDENT BEHAVIOR RULES

The State of Michigan law grants authority to the Board of Education to make rules and regulations regarding student discipline. The role of education is to assist every student in acquiring knowledge, skills, and behavior necessary for productive life in our society. The public school has a responsibility to create an environment conducive to learning. The discipline code contains the rules and regulations required to maintain that environment. Students should behave in a manner that will be a credit to our school, parents and community. The following misbehavior, as evaluated by the principal or his designee, shall be grounds for disciplinary action including suspension/expulsion.

1. **ARSON:** Willful and malicious burning of school property. Permanent expulsion and police involvement.
2. **ASSAULT:**

Student to Adult Assault – Revised School Code

Section 1311A adds the category of physical assaults upon school employees, volunteers, or contractors to the misconduct for which a Michigan public school student must be expelled. Expulsion for 180 days. Student may apply for reinstatement after 180 days.

Student to Student Assault – Section 1310 of the School Code extends the mandatory expulsion provision to physical assaults by a student upon another student which occur on school property, at any school-sponsored activity, or on any school-related vehicle. Expulsion up to 180 days. Student may apply for reinstatement after term of expulsion.

Verbal Assault – Section 1311A (2) mandates expulsion for up to 180 school days of any student who commits a "verbal assault" against a school employee, volunteer, or contractor. Bomb threats and similar

- threats directed at a school building or a school-related event is considered a “verbal assault”. Expulsion up to 180 days.
3. **PERSONAL ELECTRONIC DEVICES:** Audio equipment/beepers/cell phones/MP3 players, or other electronic devices shall not disrupt the educational process and are not to be used during class time without permission. First offense, such items will be confiscated and given to the office. The students may claim their item after school. 2nd time will result in suspension from school and a parent will have to claim the device. Subsequent incidences will be handled at the discretion of administration.
 4. **BATTERY:** Carrying out physical threats or violence to persons. 5 to 10 days suspension.
 5. **BEING OUT OF DESIGNATED AREA WITHOUT PROPER AUTHORIZATION:** Students are not permitted to leave the school building at any time during the school day without a permit from the school office. If a student must leave the building because of illness or any other emergency, they must have authorization from the Principal or designee, and must sign out in the office. 1 day suspension and “E” in class or class’s student are out of.
 6. **CARD PLAYING/GAMBLING:** All forms of unauthorized gambling, card playing, dice, etc., are prohibited on school property. Detention and/or suspension.
 7. **CRIMINAL SEXUAL CONDUCT – Criminal Sexual Conduct** at any degree will result in - Permanent expulsion and police involvement.
 8. **DISHONESTY: Falsifying information.** Willfully making false statements to accuse or defend others. 1 to 2 days suspension.
 - Cheating on work – 1st offense will result in a “0” or “E” on assignment. 2nd offense will result in a “0” or “E” on assignment and two day suspension. 3rd offense will result in an “E” for the semester and a 3 day suspension. This disciplinary action is on a per class basis. Plagiarism is cheating and will be treated as such. Quoting someone else’s words or using someone else’s ideas or phrasing and representing them as our own, either on purpose or through carelessness, is a serious offense known as plagiarism. “Ideas or phrasing” include written or spoken material from whole papers to paragraphs and sentences as well as statistics, lab results, and art work. “Someone else” includes writers of books and magazines, encyclopedias, internet sources, family members, and friends.
 - Forgery - Fraudulently using, in writing, the name of another person, of falsification of documents i.e. dates, grades, addresses, or other data used by the school. 2-day suspension.
 9. **DISPLAY OF AFFECTIONS:** Only handholding is permissible. 1st time - letter sent home to parents. 2nd time-1 day suspension.
 10. **DRESS OR APPEARANCE:** As stated under “Dress Code”. 1st time - home to change, 2nd time - 1day suspension.
 11. **EXTORTION:** Obtaining money or other items of value by the use of threats or violence. Up to 10 days suspension and possible police involvement.
 12. **FALSE ALARMS:** Falsely reporting a fire, bomb threat or other catastrophe. 3 days. Bomb threats-Expulsion. Fire – 3 days and police involvement. Other life threatening situations including bomb threats – expulsion and police involvement.
 13. **FIGHTING:** Quarreling involving bodily contact in or on school property, including any co-curricular activity under school sponsorship. 2 day suspension.
 14. **GROSS MISBEHAVIOR:** Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship. 3 to 5 days suspension.
 15. **HARRASSMENT/BULLYING/INTIMIDATION:** “Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. Consequences will include up to 10 days suspension, possible police involvement and possible recommendation for expulsion.
 16. **INCITING TO AND/OR CONTRIBUTING TO DISRUPTION:** The act of inciting to and/or contributing to the disruption of the educational process on school property or any school-sponsored activities. 3 to 5 days suspension.
 17. **INDECENCY:** Offending acts against commonly recognized school standards of propriety or good taste as interpreted by the building administration. 2 to 3 days.
 18. **INSUBORDINATION:** The failure to respond or carry out a reasonable request by a staff member. Up to 3 days suspension.
 19. **LITTERING:** Dropping waste papers, candy wrapper, etc., in the building. One (1) hour KP (kitchen patrol) on students time.
 20. **LOITERING:** In areas of heavy traffic. 1st time - warning. 2nd time - 1 day suspension.
 21. **OBSCENITY:** Vulgar acts (verbal and nonverbal) including the use of inappropriate language on school property or school sponsored activity. 1 to 3 days suspension.
 22. **OFF-CAMPUS EVENTS:** Students attending, school sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to abide will result in loss of privileges to attend off-campus events.
 23. **POSSESSING LIGHTERS, USING TOBACCO** in any form, is prohibited on school property. 1-2 day suspension.
 24. **POSSESSING, USING, OR TRANSFERRING** any substance (look-a-likes) that produces abnormal behavior and/or drug paraphernalia. (Alcohol, narcotics, or drugs which produce abnormal behavior.) 10 days, possible recommendation for expulsion and possible police involvement. May be required to attend counseling and a drug/alcohol assessment.
 25. **POSSESSING, USING, THREATENING TO USE, OR TRANSFERRING** any weapon or instrument capable (with intent) of inflicting bodily injury. Expulsion and police involvement.
 26. **ROWDY BEHAVIOR OR RUNNING:** Behavior that is dangerous to self and others. 1st time - warning. 2nd time – 1 day suspension.
 27. **SITTING IN CARS** during the school day. 1 day suspension.
 28. **SNOWBALLING OR THROWING OF OBJECTS:** 1 day suspension
 29. **STEALING:** Dishonestly acquiring the property of others. Restitution and 3 to 5 days suspension.

30. **STRIKING OR THREATENING** school personnel and /or their property, on or off campus. 10 days suspension, recommendation for expulsion and police involvement.
31. **STUDENT RIGHTS OF EXPRESSION:** The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material cannot be displayed if it: is obscene to minors; libelous, indecent and pervasively or vulgar; advertises any product or service not permitted to minors by law; intends to be insulting or harassing; intends to incite fighting or presents a likelihood of disrupting school or a school event; presents a clear and present likelihood that, either because of its content or manner of distribution of display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permissions may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building, and students get approval from a school sponsor.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

32. **VANDALISM:** Willful destruction/defacing of school property or any property belonging to others. Restitution, 3 days suspension and police involvement. Accidental destruction - Restitution.
33. **WATERY OBJECTS:** The possession of water balloons, water pistols and other watery objects. Confiscation of equipment and up to 1 day suspension.

VISITORS

Students may not bring visitors to the school.

DETENTIONS

Detentions will be held outside the school day. Detention periods are a time when students are assigned to come before school or stay after school for any infractions of unacceptable student behavior. Students must have work to do while in detention. If students fail to show for their detention period, they will be suspended for one day. Upon receiving three (3) detentions in a semester, a 1 day suspension will result. Detentions after that will be dealt with as gross misbehavior and a parental conference will be held. Students are permitted to change the date of a detention one time per semester. Any change must be made by the student, with parent permission (in writing or by phone), by noon of the scheduled date of the detention.

SUSPENSION FROM SCHOOL

Parents/guardians shall be informed verbally or in writing of a student's suspension. Parents will be asked to come to the school, sign out their child, and take them home. A parent conference may be required as a condition for re-admission to school. All suspended students are not permitted to attend extra-curricular activities during their suspension or be on school property for any purpose. Snow days do not count as suspension days. Students who are suspended are responsible for all assignments. Assignments are due when they return to school.

APPEALS AND REVIEW OF SUSPENSIONS:

Appeals of suspension are available to the student and the parent(s) of the involved student. Such appeals must, however, follow those steps listed below. Appeals must be registered within two (2) school days of the receipt of the letter of suspension and must be directed to the appropriate administrator or to the letter of suspension and must be directed to the appropriate administrator or to the person levying the suspension. The pattern for appeal is as follows:

Appeals for suspension shall have three levels. They are:

Level I. Appeals for suspension of ten days or less may be made to the building principal by phone or personal conference, as the parent may prefer.

Level II. Further appeal may be made by telephone, or personal conference, as the parent may prefer, to the office of the superintendent, who will review the case with the building principal. Based upon this review, the office of the superintendent will adjust, revoke, or sustain the suspension.

Level III. Final appeal may be made to the Board of Education or a committee of Board Members designated for this purpose.

EXPULSION FROM SCHOOL

Four suspensions in a given school year can lead to expulsion. Expulsion requires recommendation by the administration and formal action by the Board of Education.

SEARCH AND SEIZURE

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

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

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectations that any information contained on such system is confidential or private.

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

TECHNOLOGY ACCEPTABLE USE POLICY

Use of technological equipment is a privilege for all students and staff at Peck Community Schools. In return for these privileges, every user has the responsibility to respect and protect the rights and property of all users and entities associated with the equipment being used.

Use Guidelines

The user of Peck Community School's technological equipment is held responsible for his/her actions and activity. Unacceptable use of equipment or resources will result in suspension and/or revoking of these privileges. Some examples of unacceptable use are:

1. Using the technological equipment for any illegal activity, including violation of and not limited to copyright or other contract;
2. Using the technological equipment financial or commercial gain without written consent of Peck Community Schools.
3. Vandalizing or disrupting equipment, software, system performance, or data;
4. Only the facilitator will install or modify software or equipment;
5. Wastefully using finite resources;
6. Gaining or attempting to gain unauthorized access to resources or entities;
7. Using an account owned by another user or allowing another user to use your account;
8. Posting anonymous messages;
9. Downloading, storing, printing, or distributing files or messages that are profane, obscene, offensive, degrading or contains information considered dangerous to the public at large;
10. No personal information will be distributed without consent of that individual. Parental consent must be obtained, in writing, for all minors.

EXTRACURRICULAR ELIGIBILITY

To remain eligible for extracurricular activities, a student must maintain a minimal level of academic performance. It is expected that students place academic performance as a top priority while attending school. Therefore, students who are failing one or more classes will be restricted from participating in extracurricular activities. Progress reports are available every three weeks. Teachers report grades every three weeks. First time ineligible students (which are students that receive one or more "E's") may be eligible after one week by checking with all their teachers, if they are still ineligible they may check with teachers again after two additional weeks. After the first two grade checks of a season each period of ineligibility becomes three weeks. Athletes who have been previously ineligible during a season will be ineligible for a progress reporting period.

- Students ineligible at the beginning of a new school year, due to poor grades from the previous semester, will sit out the first two games of the fall season. Then, the eligibility process will start again with the first progress report.
- The eligibility process starts over at the beginning of each athletic season (fall, winter, spring).

EXTRACURRICULAR TRANSPORTATION

Students are to travel to and from away activities with school authorized transportation. Parental requests (to ride with a parent) to deviate from this rule, based on an individual game basis and special circumstances, must be approved by the activity advisor by noon of the day of the game. One note for an entire season will not be allowed. Emergencies shall be handled at the discretion of the coach or advisor of the activity.

TRAINING RULES

Following are the list of penalties that will be applied when a training rule has been violated such as but not limited to stealing,

dishonesty, vandalism and any other unbecoming or immoral conduct.

Penalty:

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

Step 2 Athletes must choose one of the two options within 24 hours of meeting with the Athletic Director

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

Step 3 Athletes must choose one of the two options within 24 hours after meeting with the Athletic Director.

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

Step 4 Athletes must choose one of two options within 24 hours after meeting with the Athletic Director.

1. Mandatory counseling and one year suspension. If the first option is not accepted or followed the second option will go into effect.
2. Permanent suspension from athletics at Peck Community Schools.

Step 5 Permanent suspension from athletics at Peck Community Schools.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. No nondistrict-sponsored organization may use the name of the school or school mascot. There must be non-school staff adult supervision.

SUBSTANCE ABUSE POLICY

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

BANNED DRUGS

The following is a list of banned-drug classes, with examples of substance under each class:

A. Stimulants:

amiphenazole	methylenedioxyamphetamine
amphetamine	(MDMA, ecstasy)
bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine ¹ (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylpropranolamine (ppa)
diethylpropion	picotoxine
dimethylamphetamine	pirradol
doxapram	prolintane
ephedrine (ephedra, ma huang)	strychnine
ethamivan	synephrine (citrus aurantium, zhi shi, bitter orange)
ethylamphetamine	and related compounds
fencamfamine	
mecolofenoxate	
methamphetamine	

B. Anabolic Agents:

anabolic steroids	methyltestosterone
androstenediol	nandrolone
androstenedione	norandrostenediol
boldenone	norandrostenedione
clostebol	norethandrolone
dehydrochlormethyl- testosterone	oxandrolone
dehydroepiandro- sterone (DHEA)	oxymesterone
dihydrotestosterone (DHT)	oxymetholone
dromostanolone	stanozolol
epitrenbolone	testosterone ²
fluoxymesterone	tetrahydrogestrinone (THG)
gestrinone	trenbolone
mesterolone	and related compounds

Other Anabolic Agents:

methandienone
methenolone
clenbuterol

C. Substances Banned for Specific Sports:

Rifle:

alcohol	pindolol
atenolol	propranolol
metoprolol	timolol
nadolol	and related compounds

D. Diuretics:

acetazolamide	hydrochlorothiazide
bendroflumethiazide	hydroflumethiazide
benzhiiazide	methyclothiazide
bumetanide	metolazone
chlorothiazide	polythiazide
chlorthalidone	quinethazone
ethacrynic acid	spironolactone (canrenone)
flumethiazide	triamterene
furosemide	trichlormethiazide

and related compounds

E. Street Drugs:

heroin	tetrahydrocannabinol
marijuana ³	(THC) ³

F. Peptide Hormones and Analogues:

corticotrophin (ACTH)
human chorionic gonadotrophin (hCG)
luteinizing hormone (LH)
growth hormone (HGH, somatotrophin)
insulin like growth hormone (IGF-1)

All the respective releasing factors of the above-mentioned substances also are banned:

Erythropoietin (EPO) sermorelin
darbepoetin

CONVICTION OF A FELONY

The conviction of a felony will result in an immediate and permanent suspension from athletics.

SCHOOL CALENDAR - 2011-2012 SCHOOL YEAR

September 6	First Day for Students
October 31	Professional Development – No Students
November 4	End of 1 st Quarter
November 9	Parent/Teacher Conf., 4:00-7:00
November 10	½ Day, Parent/Teacher Conf. 12:30-5:00.
November 11	Dismiss at 11:30
November 23	Fall Recess Begins
November 28	Classes Resume
December 22	Winter Recess Begins
January 3	School Resumes
January 20	End of 1 st Semester
January 23	Professional Development – No Students
February 20	Mid Winter Recess
March 23	End of 3 rd Quarter
March 28	Parent/Teacher Conf., 4:00-7:00
March 29	½ Day, Parent/Teacher Conf. 12:30-5:00
March 30	Dismiss at 11:30
April 2	Spring Recess Begins
April 10	School Resumes
May 28	Memorial Day – No School
June 8	End 2nd Semester 11:30 Dismissal Records Day