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I. Philosophy

The primary goal of Plymouth Educational Center is to create a positive, safe learning environment in which all students are provided an opportunity to grow academically and socially. In order to attain this goal, all stakeholders: parents, staff and students, must have a shared commitment and vision.

The principal aim of Plymouth Educational Center is to help students learn and grow.

Plymouth Educational Center is an academic community composed of students, parents, support-staff, teachers, administrators and the community-at-large. The rules and regulations of the school are the laws of the community. All those enjoying the rights of citizenship in the school community must accept the corresponding responsibilities of citizenship. The basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community and its members.

Everyone in the community is entitled to full rights as citizens. At the same time, everyone has to respect the laws and the rights of everyone else.

To this end, every student has the responsibilities:

- to treat others with respect and dignity,
- to be prepared to learn,
- to respect the school property
- and to protect the safety and welfare of all students and staff.

All students must respect persons and property. Students must come prepared to learn.

II. Student and Parent Rights

As citizens of the United States, the State of Michigan and the school community, students and parents have certain rights. By way of example, some of these are set forth below:

A. **The Right to an Education**

Every citizen in the State of Michigan has a right to a free, public education, regardless of race, creed, color, sex or national origin.

B. **The Right to Due Process of Law**

Students and parents have the right to be fully informed about alleged misbehavior and provided an opportunity to respond to the charge.

C. **The Right of Free Speech and Expression**

All citizens are guaranteed self-expression by the First and Fourteenth amendments of the United States Constitution. Such expression, however, shall not interfere with either the freedom of others to express themselves or with the educational process.

D. **The Right to Privacy**

Students shall have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is, or could be, disruptive or is prohibited by law or school policy. Guarantees of freedom from unreasonable search and seizure of property are recognized, but must be balanced with the responsibility of the school to protect the safety and welfare of students.

Students have the following rights in school:

- *All students may receive an education supported by public funds.*
- *Every student has the right to be heard.*
- *Every student has a right to express personal opinions, either in words or in writing in ways that do not interfere with the education of themselves or others.*
- *Every student has a right to privacy. However, items may be searched for reasonable cause.*

Responsibilities of the School

Discipline within the school is a cooperative effort that involves the school staff, parents and students. A safe orderly environment that is conducive to learning can only be maintained with everyone's cooperation. Therefore, it is necessary that the total school community of parents, students and staff, understand their responsibilities. Such responsibilities include but are not limited to the following:

Everyone connected with the school has to help keep it safe and orderly.

A. The STUDENTS have the responsibility to:

- 1) Accept that learning is their responsibility and that it is a life-long process.
- 2) Attend school regularly, arrive on time and be prepared to learn. Conduct themselves properly in class, on school grounds, on buses, or at school related activities.
- 3) Respect the rights and feelings of fellow students, parents, school staff and school visitors.
- 4) Work within the existing structure of the school to address concerns.
- 5) Know and comply with the school district rules and policies.

- B. The SCHOOL STAFF has the responsibility to:
- 1) Provide a positive atmosphere for learning and teaching.
 - 2) Accept students as important and worthwhile.
 - 3) Help students as community members to act in responsible manners.
 - 4) Enforce the rules and policies of the school consistently and fairly.
 - 5) Encourage students to participate in classroom, extracurricular and other school related activities.
 - 6) Participate in formulating rules and procedures in the school.
- C. The TEACHERS have the additional responsibility to:
- 1) Schedule conferences with students, parents and other school personnel in an effort to understand and resolve academic and behavioral problems before they become serious matters.
 - 2) Keep parents informed of a child's progress and problems.
- D. Building ADMINISTRATORS have the responsibility to:
- 1) Provide leadership, supervision and evaluation of the total education program.
 - 2) Listen to and advise students, faculty and parents.
 - 3) Fairly enforce the policies of the PEC.
 - 4) Use appropriate methods for handling discipline problems to ensure that a student's rights are respected.
 - 5) Maintain proper disciplinary measures that protect the rights of the individual to learn or teach in a safe and orderly environment.
 - 6) Ensure that school rules and due process procedures are clearly presented to students, parents and staff.
- E. The CHIEF ADMINISTRATIVE OFFICER (CAO) has the responsibility to:
- 1) Coordinate and support the development of new educational programs and strategies which will help promote a positive learning environment.
 - 3) Advise the principal on serious discipline matters.

- 4) Consider and make recommendations to the Board on student disciplinary action when expulsion is a consideration.
- 5) Review with administrators the policies of the Board of Directors and state laws.

- F. The BOARD OF DIRECTORS has the responsibility to:
- 1) Establish a procedure for the development and revision of the code of student conduct.
 - 2) Ensure that school employees implement local Board policies and other Board recommendations relative to the student code of conduct.
 - 3) Act on recommendations for expulsion.
- G. The PARENTS have the responsibility to:
- 1) Support the school's efforts to provide a safe and orderly learning environment.
 - 2) See that the student attends school regularly and punctually.
 - 3) Provide for the general health and welfare of students.
 - 4) Provide a home atmosphere and a study area suited for learning and the development of good study habits.
 - 5) Cooperate with school personnel and community agencies in solving their student's school problems.
 - 6) Work within the existing structure of the school to address concerns.
 - 7) Know and support school and district rules and policies.
 - 8) Students, parents and PEC personnel share responsibility of a safe and educationally sound environment equally.

Student Conduct

Section 1311 of the School Code of 1976, as amended (MCLA 380.1311; MSA 15.41311) authorizes the School to suspend or expel a student for misconduct.

Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of School District personnel and are governed by all applicable rules and regulations of PEC.

The School hereby establishes the following categories of misconduct, which may result in suspension or expulsion from PEC. *These categories are generally descriptive of the most obvious types of misconduct and are not to be construed as an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system or the proper functioning of the educational process.*

The School Board can suspend or expel students for misconduct at school or at any school-sponsored event at or away from school.

A. Attendance

Daily attendance in all classes is necessary for school success. It is the policy of PEC that all students shall be in regular and continuous attendance in all classes. Since repeated absence from school interferes with both individual progress and with the teacher's ability to conduct the instructional program effectively for all students in the class, truancy may subject the student to disciplinary action, possible retention, and may result in referral to the Juvenile Division of the Probate Court.

Not attending school and all classes regularly constitutes truancy. Students who are truant may be disciplined, referred to the Court, and may not be promoted.

B. Dress and Appearance

Students must follow the prescribed dress code as mandated by the board.

Dressing in a way that is unhealthy, unsafe or disruptive is prohibited. Students are expected to comply with PEC uniform policy on a daily basis. Failure to do so may result in disciplinary actions.

C. Failure to Cooperate with School Personnel

Students are required to obey directives given by school personnel.

Not doing what a teacher or other staff directs is considered insubordinate and subject to disciplinary actions.

D. Disruptive Conduct

A student shall not engage in any type of conduct that causes or has the potential for causing disruption or obstruction of any function, process or activity of the school.

Annoying, upsetting or stopping activity in school is considered disruptive. Causing others to upset or disrupt activities in school can also be considered disruptive.

E. Chronic violation of Discipline Code

A student shall not engage in behavior, which continues to be disruptive despite previous action taken by school officials. A student engaging in such conduct will be recommended for long-term suspension or expulsion.

Each incident of misconduct will be given a point value. When a predetermined number of points have been reached, consequences including suspension or expulsion may be levied. (See Disciplinary Policy Summary)

F. Sexual Conduct

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 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.

G. Fighting/Physical Violence

A student shall not engage in fighting or other physically behavior with any other student, staff member or school visitor.

H. False Fire Alarm

A student shall not cause a false fire alarm to occur within any school building. A student engaging in such conduct shall be reported to local law enforcement in addition to being subject to disciplinary action under this policy.

I. Bomb Threats

A student shall not make a bomb threat (by telephone or other means) nor threaten the safety of staff and students in a school building or on school grounds. A student engaging in such conduct shall be suspended, recommended for expulsion and reported to local law enforcement.

Making a bomb threat will be reported to the local law enforcement agency.

J. Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbol or other object or commit any act, verbal or non-verbal (gestures, hand signals, etc.) that may reasonably be perceived by a staff member as evidence of membership in or affiliation with a gang.

A student shall not commit any act, verbal or non-verbal in furtherance of the interests of a gang or gang activity. The term “gang” shall mean two or more persons whose purposes are to commit crimes, acts of violence, disturbances or the violation of any school rules. Students in violation of the foregoing shall be subject to discipline at the discretion of building administration up to and including recommendation for expulsion.

Belonging to a gang, wearing gang clothing (and/or other articles) or behaving in gang fashion will not be tolerated.

K. Use of Tobacco

Students shall not possess or use smoking or smokeless tobacco while on school property.

Having or using any tobacco in school or during a school related activity will result in disciplinary action.

L. Theft/Possession of Stolen Property, Extortion

Students shall not take the property or belongings of other persons while on school premises, without permission from the person entitled to such possession and shall not at any time maintain in their objects which have been either stolen or taken from other persons or the possession of which is otherwise contrary to law. Students shall not obtain from fellow students money, other items of value or advantages by threat of violence or harm or by threat of disclosure of misconduct to a third party. Students involved in violation of the foregoing prohibition shall be subject to discipline at the discretion of the building administrator up to and including recommendation for expulsion. If you break the law you will be subject to school disciplinary action and arrested by the police.

Stealing or having anything in school that belongs to someone else, or threatening someone else to pay money or give up something they own will result in disciplinary action.

M. Possession, Use, Under the Influence of Alcoholic Beverages, Anabolic Steroids or Controlled Substances

Students are strictly prohibited from the possession or use of alcoholic beverages, anabolic steroids or controlled substances, as defined below, or from being under the influence of alcohol, anabolic steroids or controlled substances, as defined below, while on school grounds in school-owned vehicles or while in attendance at school-sponsored functions or activities. Students are also forbidden to possess drug paraphernalia .

DEFINTION:

Controlled substance shall include marijuana, cocaine, he and those substances included (or exempted from) 7212 7229, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through .7229, inclusive.

N. Possession, Sale or Use of Weapons

Students are strictly prohibited from the possession or use on school grounds, in an area adjacent to school grounds, while in the process of coming on to or leaving school grounds, in school owned vehicles or at school-sponsored functions or activities, of weapons as herein defined.

A student found by a building administrator or determined a building administrator, based upon credible third party information, to be in possession of or to have used weapons, as herein defined in the locations above reference, shall be subject to an automatic recommendation for expulsion. Further, the school district will immediately report this incident to a student's parent or legal guardian and to the local law enforcement agency.

DEFINITION:

A weapon shall include firearms, pellet gun, air pistol, stun starter pistol, whether operable or inoperable or whether or unloaded, a reasonable facsimile of a firearm, a bomb, Molotov cocktail, sling shot, Billy, bludgeon, blackjack, sand club, metallic knuckles, gas ejecting container or device which will either temporarily or permanently incapacitate, knife, dagger, dirk, stiletto, pocket knife opened by a mechanical device, iron bar, karate sticks, stars, numb-chucks or similar martial arts weapons or other objects or instruments the principle loaded is to inflict injury or physical harm upon the person weapon shall also include an object or instrument, which is not a weapon as above defined, but where the possession or use of same is coupled with intent by the student to inflict injury physical harm upon the person of another.

O. Sale or Distribution of Controlled Substances

Students are strictly prohibited from selling or distributing controlled substances, as previously defined, on school grounds, an area adjacent to school grounds, while in the process of coming onto school grounds or at school-sponsored in functions or activities.

Students found by a building administrator or determined by a building administrator, based upon credible third party to have sold or distributed controlled substance as defined above, in the locations above referenced; shall be subject to an automatic recommendation for expulsion by the building administrator.

Selling or distributing any drugs, including marijuana, cocaine and heroin and all other drugs is forbidden by law.

P. Misconduct in Another School System

A student who has been established through a due process hearing to have been engaged in misconduct resulting in expulsion or long-term suspension in another school system or who is alleged by school authorities to have engaged in misconduct in another school system, public or private, but who has withdrawn from such school system prior to same being established in a due process hearing, which misconduct, if true, is of sufficient gravity to represent a threat to the safety or welfare of the students at PEC, shall be subject to suspension or expulsion from PEC where such misconduct has been established in a hearing before the CAO or his/her designee in accordance with the hearing requirements set forth in the following paragraphs V.(B.) (long-term Suspension_ or VI.(A.) (Expulsion)

Such student shall be permitted to enroll but shall be held on suspension pending the hearing before the CAO or his/her designee. If the same cannot be scheduled within ten (10) following the commencement of such suspension, an intermediate hearing shall be offered.

Any student who was expelled or given a long-term suspension in another school system for something that threatened safety may not be allowed to start school at PEC until the Board gives permission at a hearing.

Q. Criminal Acts

As citizens of Michigan, the students at PEC are subject to the laws of the United States, State of Michigan and local ordinances. The commission of, or participation in, acts of criminal nature while on school property, in school vehicles or attendance at school sponsored events is prohibited. Students involved in acts of a criminal nature shall be subject to discipline at the discretion of the building administrator up to and including recommendation for expulsion. The School district will report incidents to the student's parent or legal guardian and shall report such conduct to the local law enforcement agency. (Among the activities of a criminal nature, which interfere with good school order, are: arson, assault, battery, explosives, robbery, trespass & malicious destruction of property.)

Suspension

A. Short-Term Suspension

1. DEFINITION:

A short-term suspension is the denial of a student's right to attend school, to attend or participate in a selected activity or class, be present on school grounds, or attend any or a selected school function for a period not to exceed the (10) school days.

Short-term suspension: up to ten school days.

2. AUTHORITY:

A principal or his or her designee (hereafter "Building Administrator") has the authority to impose a short-term suspension based upon misconduct.

The principal has the power or authority to suspend a student for one to ten school days. Another administrator can also do this for the principal.

3. PROCEDURE:

a. A suspension may be imposed by a building administrator following an informal hearing involving the administrator and the student in which the student is advised of the misconduct with which he or she is charged, the evidence supporting the charge is presented and is given an opportunity to present his or her version of the alleged incident(s).

b. At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist in the resolution of the charge. Reasonable efforts shall be made to invite the parents to the hearing.

c. Where, upon the conclusion of such informal hearing, the building administrator determines that the student has not engaged in misconduct, the charge shall be dismissed and all documents reflecting the charge, if any, shall be removed from the student's academic records.

d. Where, upon the conclusion of such informal hearing, the building administrator determines that the student has engaged in misconduct, an appropriate suspension not to exceed ten (10) school days may be imposed upon the student by a building administrator.

e. Reasonable efforts shall be made to notify the parents by telephone or letter of the student's suspension and the reasons therefore.

The administrator sets a time to talk to the student (which may be immediately), tells the student the reason for the suspension and listens to the student's side of the story. Other people including parents can give information. If appropriate, the student can be sent away from school (suspended) for up to ten school days.

B. Long-Term Suspension

1. DEFINITIONS:

A long-term suspension is the denial of a student's right to attend school, be present on school grounds or attend any school function for a period in excess of ten (10) school days.

Long-term suspension: more than ten school days and can be up to 180 school days.

2. AUTHORITY:

The building administrator has the authority to impose a long-term suspension based upon misconduct for a period not to exceed one hundred eighty (180) school days.

After the principal decides a short-term suspension is not the answer, they may give a Long-term suspension of up to 180 days.

3. PROCEDURE:

a. A long-term suspension may be imposed by a building administrator following an investigation of charges of misconduct by a student and an offer to the student and his or her parents or guardians of a hearing involving the administrator and the student in which the student shall be advised of the misconduct which they are charged and the evidence supporting the charges and is given the opportunity to present their version of the alleged incident(s). At the discretion of the building administrator other persons may be permitted to attend the hearing or provide information which will tend to assist in the resolution of otherwise the charges.

b. Where, upon the conclusion of an investigation by the building administrator and upon the conclusion of hearing, if requested, the building administrator determines the student has misconduct, the charges shall be dismissed and all documents reflecting same, if any, shall be removed from the appropriate academic records of the student.

c. Where, upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of a hearing, if requested, the building administrator determines that the student has engaged in misconduct which merits the imposition of a long-term suspension, the building administrator shall put in writing his/her decision to the CAO for final review. The administrator may impose immediate suspension pending final review.

VI. Expulsion

1. DEFINITION

Expulsion is the total and permanent exclusion of a student from Plymouth Educational Center for not less than 180 days. The student cannot attend any public educational institution in Michigan during the period of expulsion.

2. AUTHORITY

The Board of Directors has the authority to expel or suspend based on misconduct.

3. PROCEDURE

a. The Board of Directors designates the Chief Administrative Officer (CAO) to conduct the expulsion hearing.

b. The CAO shall conduct a fair and impartial hearing.

c. The student and his or her parent/guardian shall be given notice of the hearing date at least five (5) school days in advance of the hearing and shall be accorded access to all documents and records pertaining to the case, prior to and during hearing.

d. The student and the charging party should be present at the hearing. However, if either party fails to appear, the hearing may proceed in the party's absence.

- e. Both the student and the charging party shall have the opportunity to be heard. The student may not be required to testify against themselves. Both the student and the charging party shall have the opportunity to question opposing witnesses.
- f. The CAO may subpoena witnesses upon the request of either party or on his/her own motion. PEC students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal PEC activities.
- g. The student may be represented by counsel at the hearing. Counsel will not be provided by PEC for the student.
- h. Hearings will be closed to the public, except that an open hearing may be held if requested by the student. In a case involving more than one student, if any student in the group desires a closed hearing, the hearing shall be closed.

The CAO shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the student, who disrupts a hearing or who fails to adhere to the rulings of the CAO, may be excluded from the proceedings.

- i. A record shall be made of the hearing.
- j. The CAO may exclude any witnesses other than the charging party and the student from the hearing during the testimony of other witnesses.
- k. Formal rules of evidence shall not be applicable in hearings conducted pursuant to this policy. The CAO shall admit all matters into evidence's persuasive value in the conduct of their affairs. Unduly repetitious or irrelevant evidence maybe excluded.

- l. Affidavits shall not be admitted into evidence unless signed by the affiant and notarized, and shall not be admitted in any case unless the CAO finds that there is good cause to accept an affidavit instead of actual testimony.
- m. The CAO may be advised by counsel.
- n. A decision by the CAO that the charges are sustained must be based upon a preponderance of the evidence at the hearing. A preponderance of the evidence is that which is sufficient to convince the CAO that it is more probable than not that the student's alleged misconduct occurred.
- o. The CAO shall prepare a written decision, including specific findings of fact of the misconduct.
- p. The CAO determines by a preponderance of the evidence that the charges are sustained; the CAO shall affirm the principal's application of expulsion or forced withdrawal.
- q. In cases involving more than one student, the CAO shall make specific written findings for each student.
- r. If the CAO sustains the charges against the student, the decision must be approved by the Board of Directors. The student may request the Board President or his/her designee to review thon the record. A written request for appellate review must be signed and submitted by the student or the student's representative to the CAO within fourteen (14) calendar days of the postmark of the CAO's decision. The CAO will forward the appeal, with the record, to the Board President or his/her designee. Appellate review of the CAO's decision will proceed as soon as practical after notifications by the student of his/her wish to seek review.

- s. The Board President or their designee may affirm, reverse, or modify the decision or the sanction or, in unusual circumstances which so require, send the matter back to the CAO for further consideration. The Board President or his/her designee shall notify the student, the CAO, the charging party, and the student's representative, if any, of his/her decision, in writing, within a reasonable time.
- t. The decision of the Board President or their designee shall be final.
- u. Exceptions to this procedure may be granted by the Board President or their designee only upon showing of good sufficient cause.

VII. Student and Parent Complaints

A. CAUTION

The policy and procedures in Section VII are not intended to be. Any such appeals shall follow the procedures set forth in utilized for appeals of disciplinary action section VI above.

B. GENERAL POLICY

This policy is designed to promote understanding and to ensure equitable and reasonable resolution of problems. To this end, certain procedures have been implemented for bringing problems to the attention of involved school personnel, as well as appeal procedures for use if problems are not resolved satisfactorily at the local level. Every effort should be made to resolve concerns of parents and students at the local school level.

Nothing in this policy shall be construed as limiting the right of any student or parent to discuss complaints with a school administrators. No reprisals of any kind shall be anyone against any student as a result of initiating this process.

The process should begin with an informal conference between the aggrieved person and either the staff involved or the building principal. Open and effective lines of communication should be offered by all concerned. The procedure is to be utilized only in the event informal conference fails to resolve the problem.

C. PROCEDURE

1. Responsibility of the Teacher.
The teacher shall respond to student and parent concerns meeting with the student and or parent and providing information which will help clarify the situation.
2. Responsibility of the Principal.
The principal shall provide a copy of this policy and procedure to each student enrolled in his or her building. Parent and staff shall also be informed annually about this policy and procedure.
3. School Level School Board
 - a. Students should first attempt to settle complaints by direct contact with the staff member involved if the student has tried, without success to have a problem resolved, or is not satisfied with the decisions made by staff member, the student and his/her parents may contact the staff member to schedule a conference between the student, parents and staff member.
 - b. Appeal to the Building Principal
Most complaints can and should be settled at the school level. Where the problem has not been resolved, the student and/or parents may contact principal to schedule a conference.

- c. **Appealing the Decision of the Building Principal**
If students and parents disagree with the principal's decision, the further levels of the appeals procedure may be made available to the student and parents by the principal or the office of the Chief Administrative Officer.

4. Procedure

If the student and or parents wish to appeal the decision of the C.A.O., they may request a formal board hearing by applying, in writing, to the president of the of directors. The hearing shall be scheduled promptly at a date convenient for all parties concerned. The student parents may bring any witnesses they choose and will be given the opportunity to question all parties in hall further have the opportunity to present any other relevant evidence. The student and/or parent(s) may be assisted or represented by individuals of their choice including an attorney, at their own expense.

RESPONSE:

The board of directors should deliver its final decision on the complaint to the student and parent(s) within five school days following the formal board hearing. The decision of the board shall be based solely upon the evidence presented at the hearing.

- a. **Direct Petition to the Board of Directors**
Nothing in this policy is to understand as interfering with the right of citizens to address their concerns to their elected school board members. However in the case of a complaint on the part of a citizen regarding an administrator or his or her area of responsibility, such citizen shall be requested to first discuss the matter fully with the administrator involved. If the matter is appealed, the administrator shall be given the opportunity to provide the necessary background information in person and or by written memorandum.

Parents or students who feel that their concerns are not being given proper consideration by school officials may voice their concerns at regular meetings of the Board.

Where the time involved in exhausting the procedural steps of this Appeals Procedure would impose an undue hardship on the student and/or parent(s), given the nature of the particular matter, direct application may be made to the Board of Directors for special consideration. The written communication should include evidence to support the need for immediate action.

VIII. Search and Seizure

- A. **General Searches**
General searches of school property may be conducted at any time by school personnel for the purpose of enforcing school regulations concerning health, safety or order.

School staff may search school the property at any time for good reason connected with health, safety and order.

- B. **Specific Searches**
Any search of school property assigned to a specific student may be made only if school authorities have reasonable cause to believe that the property contains an item, the possession of which constitutes a crime or code violation, is a threat to or the health or safety of the student or others, the student or others, or threatens a disruption of the education process.

Searches of school property (such as a desk or locker) may be made if the staff believes it is necessary because something in it is breaking a law or school policy or could disturb classes. (See IV. K., M., N., O.)

- C. Searches of Person and Personal Property
Upon good cause, or reasonable suspicion, that a student may possess illegal items (firearms, weapons, drugs, etc.) or other items reasonably determined to be a threat to the safety or security of the student or others, or items which are used or attempted to be used to disrupt or interfere with the educational process, the administrator may search that student's person and the property of that student, including, by way of example, bags, brief cases, satchels, purses and automobiles.

Searches of cars, purses, book bags and clothing may be made by the principal if there is reason to believe they contain something illegal such as a weapon/drugs or anything that could harm others.

- D. Lockers
Students are assigned school lockers, for use during the school year for the sole purpose of storing supplies, clothing and other items essential to their daily needs while in attendance in school. All lockers remain the property of P.E.C. and school authorities reserve the right to conduct specific or general searches as set forth above.

Lockers belong to the school and may be searched by school staff.

- E. Seizure
Illegal items (see IV K., M., N., O.) or other items reasonably determined to be a threat to the safety or security of others, or items which are used or attempted to be used to disrupt or interfere with the educational process, will be removed from the student possession. Other items that may be subject to seizure include but is not limited to, handheld electronic games, toys, CD/tape players. MCL 380.130 also prohibits pupils from possessing on school property any electronic communication devices, with some exceptions given for cellular phones.

Items properly removed from the person of a student, or found through a proper specific search, may be turned over to law enforcement agencies and used in connection with criminal proceedings against the student, as well as disciplinary action by P.E.C.

Items that are considered dangerous to the safety of others or could disrupt school may be taken from students. A student may be disciplined for having such items in school. Items seized during the course of a school year will be returned to the parent/ guardian of the students unless the law prohibits return of the item. Parents must report in person to collect such items. Items not collected thirty days from the end of the academic school calendar will be subject to forfeiture. Items forfeited will be donated to a charity of Plymouth Educational Center's choice.

IX. Corporal Punishment

Corporal punishment is defined as intentional contact with a student's body, or threat of same, as a means of limiting, modifying or correcting student misbehavior or punishing for past misbehavior.

- A. Policy
1. It is the policy of P.E.C. to promote the free exercise of constitutional rights by students in the course of their participation in the educational process provided in the P.E.C. Correspondingly, it is the policy of P.E.C. to limit, modify or control the behavior of students where it threatens the rights of others or is disruptive to the educational process.

Students cannot be disciplined by the use of physical force by a teacher or administrator. Physical force can only be used to protect students or other people at school, to take away a weapon, or to remove a student to keep order and discipline in school.

2. The efforts to limit, modify or control such behavior shall be undertaken using pedagogical techniques, generally accepted, in the teaching profession, except that corporal punishment in any form shall not be resorted to by any administrator, teacher or other employee as a means of disciplining students.

B. Circumstances

1. No administrator, teacher, other employee, volunteer or contractor shall resort to the use of any physical force or hostile contact or threat of same with a student, unless such is reasonably necessary to:
 - a. protect the student from injury to himself.
 - b. protect fellow students from injury.
 - c. protect the administrator, teacher or other employee from injury.
 - d. take possession of a dangerous weapon carried by the student, or
 - e. detain or remove a student from a classroom or building when such action is warranted in the context of maintaining order and discipline.
2. Such force or contact in such event shall be applied to the extent necessary to accomplish the above-enumerated objective.

X. Miscellaneous

A. Distribution

A copy of this Code of Student Conduct shall be given to each family and to each student upon enrollment in Plymouth Educational Center. Parents shall be informed annually of the existence of this Code at such time and in such manner as directed by the School Board from time to time. When this Code requires an administrator to inform students of their right to appeal any disciplinary decision, a copy of this Code shall be provided upon request of the student or his or her parent or guardian.

B. Replacement Clause

This document supersedes and replaces any and all documents or portions thereof with which it may be in conflict.

C. Limitations

In the event that any portion of this document is determined to be contrary to law, the particular provision shall be considered null and void, however the remainder shall continue in full force and effect.

D. Purpose & Precedence

This document, entitled Code of Student Conduct, is designated to inform students of Plymouth Educational Center and their parents about the student citizenship code, appeals procedure and aspects of student behavior. Local school rules are published by each building and distributed as newsletters or student handbooks and are to be read in conjunction with this Code of Student Conduct. To the extent such local school rules are inconsistent with this Code of Student Conduct, the Code of Student Conduct shall take precedence.

Every family will receive this Code when the student enrolls in Plymouth Educational Center. They can also get another copy when they want to appeal a decision and review their rights.

XI. Student Records

The Plymouth Educational Center Family Educational Rights and Privacy Act (20 USC 1232g) Notification of Rights states: Parents of children enrolled in Plymouth Educational Center and students who have attained the age of eighteen (18) years are hereby notified that under the Family Educational Rights and Privacy Act (20 USC 1232g) they have the following rights:

A. Inspection

The right to inspect and review all education records concerning their son or daughter. A student who has attained the age of eighteen (18) years has the right to inspect and review his or her own records.

B. Copy Request

The right to obtain a copy of the Schools District's student records policy by requesting same at the school last attended.

C. Amendment of Records

The right to seek the amendment of an educational record that is thought to be inaccurate, misleading or in violation of the student's rights. This right includes the right to a hearing to seek such relief.

D. Limitation

The right to limit the disclosure of certain personally identifiable information concerning the particular student.

E. Complaints

The right to file a complaint with the United States Department of Education for any alleged violation of the Family Education Rights and Privacy Act.

The Board of Education also hereby gives notice of its intent to limit the disclosure of personally identifiable information contained in a student's educational record except:

1. where prior written consent of the student's parent or the eligible student is first obtained
2. where the information has been designated as "directory information"; under certain limited circumstances permitted by law.

Students and parents have a right to see student records and to try to get something changed that they think is not accurate or misleading.

XII. Guarantee of Equal Opportunity

Plymouth Educational Center complies with all applicable federal and state laws prohibiting discrimination, including Title IV and Title IX. It is the policy of Plymouth Educational Center that no person, on the basis of race, sex, color, religion, national origin, ancestry or handicap, shall be discriminated against in any education program, extra-curricular activity or entitlement to services.

Plymouth Educational Center believes in helping everyone equally. The religion, race, sex, color, handicap or background of a student does not matter, as everyone is entitled to an education.