

# Welcome

Dear Parent/Student/Care Provider/Guardian:

Welcome to the Western Wayne Skill Center. We are excited about working with you as you prepare for the world of work and independent adult life. The staff is eager to assist you in the attainment of the **Four Universal Roles**: Family Member, Worker, Involved Citizen and Recreation Participant. We look forward to participating in your individualized educational program, which will assist your transition into adult life.

This student handbook explains our code for student conduct and other important areas to help you be successful. I hope that together you will take time to talk about the important information included in this student handbook.

Good luck as you prepare for the future!

Al Di Paolo  
Principal  
Western Wayne Transition Program

# **Western Wayne Skill Center**

## **Student Handbook 2015-2016**

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# General Information

## ATTENDANCE POLICY

The classroom teacher will record all student attendance appropriately for both morning and afternoon classes.

The student is responsible for prompt and regular attendance. Parents, guardians and care providers are responsible for contacting the teacher in all cases of student absences. E-mail/Voice mail to the teacher is recommended.

It is understood that a teacher will make parent contact by phone or personal conference in the case of excessive absences. In the case of excessive unexplained student absences, a social worker referral may be necessary. The school is prepared to work with those students who have special problems and discuss with parents, guardians or care providers any unusual circumstances or problems related to attendance. E-Mail communication is acceptable.

### Student Responsibilities

1. If a student is absent because of personal illness, a death in the family, emergency at home, or other circumstances beyond their control, it is **not** necessary to call the absence line for absences, **unless your student has individual student support with a paraprofessional**. In the case of any absence a notification to the teacher by e-mail or voice mail is appreciated. Absences will generate a computer phone call notifying the parent/guardian of the absence. **If the phone call is not accurate** and you believe your student is in school, then please notify the office at 734.744.2810.
2. Students arriving late (by 8:30 a.m. or later, morning session or 11:30 a.m. or later, afternoon session) must first report to the office to receive a late pass. The student then takes it to the classroom teacher. Students who arrive to class without a late pass will be sent to the office to get one.
3. Students must check out at the office if they are leaving the building for any reason before the end of their regularly scheduled school day other than a regularly scheduled activity.
4. Students are not to be dropped off or picked up at a community site classroom at any time unless approved by the office.

### Parent Responsibilities

1. It is the responsibility of the student's parent, guardian, or care provider to see that their student attends school and class promptly.
2. When a student is absent from school it is the responsibility of the parent, guardian or care provider to contact the teacher by e-mail or voice mail. Notification will be given to the office.

### TRANSPORTATION

Transportation is provided by the resident school district. Students are given ample time to get to their bus at the end of the morning or afternoon. If a student misses a bus, the care provider will be expected to provide transportation. The Skill Center is unable to transport students home in such situations. Questions regarding transportation should be directed to the resident school district.

## **STUDENT ARRIVAL AND DISMISSAL**

1. Students should not be dropped off before 7:15 a.m.
2. When students check out of school prior to the end of their school day, they must be picked up before the regular dismissal time.
3. All students will ride their regular bus unless they have been picked up prior to their dismissal time.
4. Students must arrange to be picked up within five (5) minutes of the closing time of any school-related activity. Students who require staff supervision beyond this period of time may be restricted from further activities.
5. The Instructional Day begins at 7:34 a.m. and ends at 2:26 p.m. The morning session begins at 7:34 a.m. and ends at 10:40 a.m. The afternoon session begins at 11:15 a.m. and ends at 2:26 p.m.

## **BUILDING SECURITY**

1. For the safety of students, protection of school property and general necessity of an efficient administration of school buildings, there shall be no unauthorized persons allowed to loiter on area adjacent to the school grounds or in any school building.
2. Visitors must report to the main office using the main entrance. All entrances will be locked during the day. Please ring the bell located on the center pole under the awning, after the office requests your reason for entry they will release the center door for you to enter.
3. Visitors are asked to sign the school log.
4. A valid picture I.D. is required as part of the sign-in procedure.
5. The visitor will be issued a numbered building pass to be worn. This pass should be returned to the office personnel when leaving.
6. Exit from the building will be recorded in the visitor's log.

Additional building security measures will be in affect as a result of a security alert when necessary. Parents/Guardians/care providers will be allowed to check their students out of school during an alert or crisis. They will need to follow all district/school-established procedures. Only parents or individuals listed on the emergency card will be allowed to take students from school.

## **CONFIDENTIAL TIP LINE**

As a result of threats and violence in the nation's schools, Livonia Public Schools has set up a Confidential Tip Line, **(734) 744-2545** for students or families to report any student who is contemplating harming themselves or others.

Information given on the Confidential Tip Line will remain confidential, but all reports will be followed up and taken seriously.

## **STUDENT SAFETY**

Student safety and well being is of the utmost importance. If any student gives reasonable cause to suspect that any form of abuse or neglect has occurred to them, the school must contact the appropriate agencies/authorities immediately. The **Michigan Child Protection**

**Law** states that school personnel who have a reasonable cause to suspect abuse or neglect are obligated by law to report immediately to The FIA (Protective Services). Parents and Guardians need to be aware that:

- ◆ The school has a legal obligation to make the call. The school is prohibited from investigating the allegations.
- ◆ FIA may require “access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect to the child” (Michigan Child Protection Law)
- ◆ In cases of suspected sexual abuse, the school must also call the police.

### **FIRE, TORNADO, LOCK-DOWN DRILLS**

Fire, tornado, and lock-down drills will be conducted during the school year to provide practice in responding to these emergencies.

### **CLOSED CAMPUS**

Students are not allowed to leave the Skill Center grounds on their own. For many of our students, Livonia is not the local school district. We cannot accept responsibility for students wandering in an unfamiliar neighborhood. If a student leaves the grounds without supervision, the care provider will be immediately contacted and expected to pick up the student. Police may be contacted if the student cannot be located. The student will be allowed to return after a parent conference has been convened with school personnel.

### **EMERGENCY CARE FORMS**

Each student is required to have on file an emergency form signed by his/her parent/guardian for emergency situations. Any information updates that take place during the school year should be submitted in writing, signed by a parent/guardian, and turned in to the school office.

### **LOCKERS**

Lockers are provided to all students. Locker combinations and extra keys will be given to the office by the student. Lockers are the property of the school district and school personnel may enter the lockers from time to time and inspect the contents without notice to or the approval of the student. The student should know that illegal drugs, tobacco, marijuana, alcohol, weapons and other dangerous instruments may not be in the locker and will be seized by school personnel and used as evidence in a suspension or expulsion hearing.

### **MEDIA AUTHORIZATION FORM**

Every student enrolled in the Livonia Public Schools will have a media authorization form on file at his/her school. The media authorization form will be given to parents of incoming and new students entering the district and will remain on file throughout the student’s educational years in the district.

Parents will be given an opportunity to make changes to the forms on file at the beginning of every school year.

# Dress & Grooming Standards

The spirit of the Livonia Public Schools dress and grooming standards are best reflected in the following two excerpts from the Board of Education Policy:

“Every student shall personally maintain a reasonable standard of wearing apparel which is appropriate to the role of a student and which contributes to developing a good climate for study.”

“Dress or grooming which is distracting to or disruptive to the educational process is prohibited.”

In order to assist students and parents to comply with this provision, the following guidelines have been developed. The school administration and staff will uphold the following regulations:

1. Shorts worn to school must be in good taste and appropriate for school wear. Shorts must be hemmed, have no holes, and must extend to a minimum length of six inches above the kneecap. Cutoffs and spandex are not appropriate school wear.
2. Skirts and dresses must also extend to a minimum length of six inches above the kneecap.
3. All slacks and jeans must be hemmed and have no holes or shredded appearance. Saggy pants that reveal under garments are not appropriate. It is required that boys wear their pants at their waist. Underwear may not be worn as an outer garment.
4. Shoes or footwear must be worn at all times.
5. Hats and other head coverings are not to be worn in the building. Upon entering the building, these items are to be removed and placed in the student’s assigned locker. These items are not to be carried with the student during the school day.
6. Clothing with logos or designs that promote inappropriate or illegal behavior such as smoking, sexual harassment, drugs, or alcohol are not to be worn to school. Clothing with suggestive messages or inappropriate language are also not to be worn to school. Sunglasses are not to be worn during school hours and are to be kept in lockers. Tank tops, bare midriffs and bare backs are not allowed.
7. Jackets and coats are not to be worn in the building during regular school hours. Students who feel that the building is cool should keep a sweater or sweatshirt in their locker.
8. Sharp or pointed studded-like jewelry or wearing apparel of any kind is not allowed. Chains connected to wallets cannot exceed seven inches in length.
9. Special areas may require additional clothing standards such as appropriate clothing around machinery, eye protection dictated by O.S.H.A., and the Board of Health standards involving food preparation.

These guidelines are offered as general statements so that students and parents/guardians can select and purchase clothing appropriate to the school environment. As in most other things, good judgment and common sense are the ultimate standards.

Students who arrive at school inappropriately dressed will be asked to remedy the problem. This may involve being sent home to change a particular article of clothing. Parent/Guardian cooperation is appreciated. Detentions and suspensions are appropriate for continuing disregard for the policy.

Exceptions to the above for "special" days may be declared by the administration.

**NOTE:** Some of the Skill Center training work areas will have special requirements because of safety or environment issues. In these cases, the area teacher will discuss these with students, send home written information about special rules and regulations for the classroom.

# Student Driving & Parking Regulations

Students will use bus transportation to and from school each day. Permanent driving permits will be issued in case of need. A written application must be signed by the parent/guardian of the student, and submitted to the principal for approval before a parking permit can be issued.

We have limited parking space and we recommend that driving by high school students should be discouraged. If a student, parent/guardian is convinced that there is a need for their son or daughter to be granted a driving permit an application must be completed.

Students issued permanent permits will abide by the following rules or forfeit their permit on the first offense:

1. A valid State of Michigan Driver's License is carried at all times while driving.
2. The vehicle can only be driven by the person whose name the parking permit is in. Students are NOT to transport other students. Any deviation will result in loss of permit.
3. The vehicle driven by the student and registered must display at all times a sticker, permanently affixed, on the inside front windshield, the lower left-hand corner of the driver's side indicating the driver is a school student. The sticker is to be furnished by the school upon approval of the student's application.
4. When a new license plate is issued or a change of make or model of vehicles made, this change or changes are reported of the Office the next day following the completion of the transaction.
5. Student driving off of school grounds earlier then their school day indicates and without previously checking out in the office (including a parent call to school prior to the student's leaving) will lose their parking permits.
6. The student-driven vehicle is not to be driven at any time except for the express purpose of getting to school and returning home.
7. Fraudulent use of the parking permit will result in loss of permit and disciplinary action.
8. The student-driven vehicle will, while the driver is attending school, be parked in the area designated as the student parking lot and not on the streets near the school. There will be neither loitering nor smoking in cars so parked. Eating lunches in cars is forbidden.
9. The student driver will at all hours of the day or night use common sense and good judgment while operating the motor vehicle, so that our streets and highways will be made as safe as possible. Unnecessary horn blowing, loud exhaust, noisy starts and stops, and "peeling" of tires all are examples of poor driving. Under the conditions of the driving permit, if issued, these actions are not allowed and the permit will be revoked.
10. Once a student has arrived at school, the only way to go to the parking lot is by permission of the appropriate staff person. Failure to do so will result in the forfeiture of the parking permit.



11. Students will only park vehicles in designated parking areas. (Student parking is at the Northern End of the parking area on the West Side of the building - by the gym doors).

**Students may obtain a temporary (one day) parking permit from the office by:**

1. Submitting a note of request including student's name, reason, make of car, and plate number, from the student's parent or guardian to the Student Support Center.
2. The temporary parking permit is to be placed on the dashboard of the driver's side of the car.
3. Special Note: Three (3) temporaries may be issued each semester if space is available.

The school administration may revoke a student's driving permit at any time for any infraction of the policy, and the student may be subject to disciplinary action.

The parking of a motor vehicle on school property is a privilege. The student understands that drugs, marijuana, alcohol, weapons, and other dangerous instruments may be seized by school personnel and used as evidence in a suspension or expulsion hearing; and, in addition, these items may be turned over to the proper police authority. The failure of a student to permit a search of his/her motor vehicle may result in disciplinary action and the permanent revocation of the student's privilege to utilize school-parking facilities.

Students who are not issued parking permits are expected to walk to school, ride the assigned school bus, or be transported by their parents or guardians. Parking off campus in adjacent neighborhoods by students is inappropriate, and when neighbors complain to the school, disciplinary action will follow.

## **TRANSPORTATION TO OFF-SITE PROGRAMS**

Students are to use the transportation that is provided by the school district when traveling to off-site programs.

Students are not to be dropped off or picked up at a community site classroom at any time unless approved by the office.

# **Student Behavior & Disciplinary Issues**

## **INTRODUCTION**

Students are expected to demonstrate acceptable standards of behavior. In order for a school to carry out its purpose and function, it is necessary for students to exhibit courtesy in their relationships with fellow students, staff members, other school employees, and members of the community. Any behavior which is disruptive to the school or threatens the safety and well being of others cannot be tolerated.

## **STUDENT SUPPORT CENTER DESCRIPTION**

The Student Support Center is a place for intervention and planning which is designed to achieve positive changes in behavior through the use of established strategies and techniques. It uses an individualized approach based upon ability/disability and presenting behavior. Emphasis in the Student Support Center is on a continuation of the program focus of developing universal work behaviors and social skills.

The Student Support Center is one of a variety of strategies used to aid students in exhibiting appropriate work-related behaviors. Students are usually referred to the Student Support Center when their behavior is no longer acceptable in the work setting. In the Student Support Center students are expected to be able to identify the behavior that brought about the referral, discuss alternative behaviors they could have chosen, and design, with assistance, an acceptable plan for how they plan to act in a similar situation. This process must occur before they can return to the work area. A student may be referred when:

1. Work site interventions have been unsuccessful.
2. The behavior was frequent or serious enough that other interventions were considered inappropriate.
3. The behavior warranted an administrative decision for an in-school time-out.

## **RIGHTS AND RESPONSIBILITIES OF THE STUDENTS**

The primary intent of society in establishing the public schools is to provide an opportunity for learning. While in the school setting, students have full rights of citizenship as delineated in the United States Constitution and its amendments. These rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law. It is further recognized that education is one of these rights.

While full recognition is given to the rights of the individual, equal recognition is given to the rights of all other students to an education in an atmosphere that will provide for safety and general welfare regardless of race, religion, or economic status. All students are entitled to an education free from fear or disruption.

### **OBJECTIVE OF STUDENT DISCIPLINE**

The objective of student discipline is to produce a school environment in which complete attention may be directed to the teaching/learning activities. Every student and every member of the school staff has the right to expect that he or she may go about his or her business any place on the school premises in an atmosphere that is orderly, safe, free from disruption, and conducive to putting forth his or her best effort.

### **RIGHTS AND RESPONSIBILITIES OF THE SCHOOL**

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The administration is authorized by statute to suspend students for cause. The teacher has the authority to recommend the suspension of students from a class for cause. The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

# Procedures Governing Violations of School Rules

## **Student Discipline - December 6, 1999**

This statement does not cover the school district's attendance and tardy policies and the school district's requirements for credit and graduation. Rather, this statement covers only the most serious and obvious types of misconduct, and the following rules are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health or safety of students.

If a specific penalty is not stated for a violation of a particular rule, then disciplinary action may vary depending upon the age of the student, the nature and severity of the offense, the student's prior behavioral record, the recommendation of school personnel and all other relevant circumstances.

The prohibited acts and penalties listed below are applicable when a student (1) is on school property; (2) is in a vehicle being used for a school business-related purpose; (3) is at a school-related activity, function or event; (4) is en route to or from school; (5) engages in a prohibited act when adversely affects or interferes with the good order of the school system, the proper functioning of the educational process or the health or safety of the students or the employees.

## **I. PROHIBITED ACTS**

### **A. Disruption of School**

A student shall not by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) intentionally cause the disruption or obstruction of any function of the school nor shall he/she engage in such conduct if such disruption or obstruction is reasonably likely to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing such disruption or obstruction if such disruption or obstruction is reasonably likely to result from his/her urging.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which is intentionally done for the purpose of disruption, or is likely to result in disruption, is forbidden.

1. Occupying any school building, school grounds, or a part thereof with intent to deprive others of its use;
2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building corridor or room;
3. Setting fire to or substantially damaging any school building or property;
4. Firing, displaying, possessing or threatening use of firearms, explosives, or other weapons;
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly;
6. Preventing students from attending a class or school activity;
7. Except under direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus;
8. Intentionally causing or behaving in such a way as to cause a false fire alarm or bomb treat; and
9. Continuously making noise or acting in any manner so as to interfere with the teacher's ability to conduct his/her class.

*Penalty - Ranging from suspension to expulsion*

**B. Theft, Damage or Destruction of School Property**

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.

*Penalty - Ranging from suspension to expulsion*

**C. Theft, Damage or Destruction of Private Property**

A student shall not intentionally cause or attempt to cause damage to property of other persons or steal or attempt to steal property of other persons.

*Penalty - Ranging from suspension to expulsion*

**D. Assault on Another Person**

A student shall not cause or attempt to cause physical injury to a school employee, student or other person

*Penalty - Ranging from suspension to expulsion*

**E. Weapons and Dangerous Instruments/Arson/Criminal Sexual Conduct**

A student shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument.

*Penalty - Ranging from suspension to expulsion*

**Gun-Free Schools**

The Board of Education enacts the following regulation in accordance with federal law, being the Gun-Free Schools Act of 1994, and Michigan law, being Act 328 of the Public Acts of 1994, requiring the school district to expel a student who commits certain prohibited acts.

1. The school district's student code of conduct shall be administered and enforced in compliance with the Gun-Free Schools Act and Act 328 of the Public Acts of 1994. Except as otherwise required by the Gun-Free Schools Act and P.A. 328, 1994, the school district's student code of conduct and due process

procedures in effect at the time of this board policy shall remain in full force and effect and shall be administered and enforced as written.

2. As provided in the Gun Free Schools Act and P.A. 328, 1994, a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson in a school building or on school grounds, or raped someone in a school building or on school grounds.

**A dangerous weapon means:**

- a. any firearm (including a starter gun and BB gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or the frame or receiver of any such firearm;
- b. any firearm muffler or firearm silencer;
- c. any explosives, incendiary or poisonous gas device (i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of these devices.
- d. a dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by mechanical device, iron bar, or brass knuckles.

A weapon-free school zone means school property (building, playing field, property used for school purposes, including for functions and events sponsored by a school) and a vehicle used by a school to transport students to or from school property.

A building administrator shall report any student violating this policy to the local police and shall notify the student's parent(s) or legal guardian. A building administrator shall refer any student expelled under this policy, within three (3) days of expulsion, to the County Department of Social Services or the County Community Mental Health Agency.

**F. Failure to Comply with Directions of School Personnel**

A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, paraprofessionals, principals, other school personnel, or persons acting in a chaperon or supervisor capacity.

*Penalty - Ranging from suspension to expulsion*

**G. Criminal Acts**

A student shall not commit or participate in any conduct or act defined as a crime by state law or local ordinance.

*Penalty - Ranging from suspension to expulsion*

**H. Verbal Abuse and Profanity**

A student shall not verbally abuse another student, teacher, student, teacher, substitute teacher, paraprofessional, principal, or other school personnel nor use profanity toward a teacher, student, student teacher, substitute teacher, paraprofessional, principal, or other school personnel.

*Penalty - Ranging from suspension to expulsion*

**I. Verbal Assault**

A student shall not commit a verbal assault on a student, teacher, substitute teacher, student teacher, paraprofessional, principal, or other school personnel.

*Penalty - Ranging from suspension to expulsion*

The term “verbal assault,” is used in this policy and in Section 131a (2) of the Revised School Code, means words, writing or behavior that, in the judgment of building administration, would reasonably put school personnel or students in fear of injury to persons or damage to property.

**J. Bomb or Similar Threats**

A student shall not make a bomb threat or similar threat directed at a school building, other school property of a school-related event.

*Penalty - Ranging from suspension to expulsion*

The term “bomb or similar threats” as used in this policy and in Section 1311a(2) of the Revised School Code means words, writing or behavior, directed at a school building, school property or school-related event, that, in the judgment of building administration, would reasonably put school personnel or students in fear of injury to persons or damage to property by a bomb, chemical or incendiary device, or other weapon.

**K. Violations of Building’s Rules and Regulations**

A student shall not commit or participate in any conduct or act prohibited by a school building’s rules and regulations.

*Penalty - Ranging from suspension to expulsion*

**L. Alcohol**

A student shall not manufacture, sell or possess, use, deliver, transfer, or be under the influence of any alcoholic beverages or intoxicant of any kind.

*Penalty - Ranging from suspension to expulsion*

**M. Drugs, Narcotic Drugs and Marijuana**

A student shall not manufacture, sell, possess, use or delivery any drugs, narcotic drugs, marijuana or other controlled substance nor be under the influence of any of those drugs, narcotic drugs or marijuana. A student shall not represent a legal substance as an illegal or controlled substance.

*Penalty - Ranging from suspension to expulsion*

**N. Smoking**

A student shall not smoke or possess tobacco products inside any school building or on the school grounds or at any school activity.

*Penalty - Ranging from suspension to expulsion*

**O. Toy Weapons**

A student shall not possess a toy “look alike” gun or other weapon.

*Penalty - Ranging from suspension to expulsion*

**P. Gang Activity**

A student shall not engage in gang activity.

*Penalty - Ranging from suspension to expulsion*

**Gang-Related Activity**

The Livonia Public Schools Board of Education enacts the following regulation in order to ensure a safe and productive learning environment and to be able to protect the students from fear, intimidation, or distraction in school. No student on or about school property or at any school-related activity:

1. Shall dress or groom in a manner which, in the judgment of the building principal, is unsafe to the student or others or disruptive to the educational processes;
2. Shall wear or possess any clothing, jewelry, symbol, or other things that may reasonable be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang;
3. Shall commit any act, verbal or nonverbal (gestures, handshakes, etc.), that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang;
4. Shall commit any act, verbal or nonverbal, in furtherance of the interest of any gang or gang activity, including, but not limited to:
  - (a) soliciting others for membership in any gang or gang-related activity;
  - (b) requesting any person to pay protection or otherwise intimidating or threatening any person;
  - (c) committing any other illegal act or violation of school district rules or policies; or
  - (d) inciting other students to act with physical violence on any person.
5. The term "gang" as used in this policy, means a group of two or more persons whose purposes or activities include the commission of illegal acts or violation of school-district rules or policies.

The rule against gang activity shall be included as a "prohibited act" under the school district's "Procedures Governing Violation of School Rules," and the penalty for violation of this rule shall range from suspension to expulsion.

**Q. Recording Without Permission**

A student shall not record by any means (i.e., audio, video, or digital, etc.) a communication from or with any administrator, teacher, or other School District employee without the expressed permission of the person recorded for the particular communication recorded.

*Penalty - Ranging from suspension to expulsion*

**R. Making False Statement**

A student shall not make false statements or give false evidence to administrators or teaching staff during an investigation of possible violation of this Code of Conduct.

*Penalty - Ranging from suspension to expulsion*

**S. Falsification of School Document**

A student shall not falsify times, dates, grades, or other data on school district forms or records.

*Penalty - Ranging from suspension to expulsion*



**T. Inappropriate Communications**

A student shall not make threatening, vulgar and/or obscene communications, verbally, in writing, or by gestures, to other students, district employees, volunteers, or visitors to the school building.

*Penalty - Ranging from suspension to expulsion*

**U. Fireworks/Explosives/Smoke Devices**

A student shall not possess, handle, or transmit any substance or device that can explode, create smoke, or is capable of inflicting bodily injury.

*Penalty - Ranging from suspension to expulsion*

**V. Misconduct Prior to Enrollment**

In order to protect the health and safety of students and employees and to prevent threatened disruption to the education process, an otherwise eligible resident student may be suspended or expelled on the basis of:

- a. A prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Livonia Public Schools.
- b. A prior act constituting a gross misdemeanor or other misconduct, while the student was enrolled in another district.

Of the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Livonia Public Schools.

*Penalty - Ranging from suspension to expulsion*

**II. POLICY FOR REVISED SCHOOL CODE  
SECTION 1309-TEACHER-IMPOSED  
SUSPENSION**

Teachers may suspend students from a class, subject or activity, pursuant to Section 1309 of the Revised School Code, for misconduct that poses a clear threat of imminent injury to persons or property. Specifically, for committing offenses that violate provisions of the Student Code of Conduct involving:

- a. Physically fighting with or assaulting another person resulting in physical injury.
- b. Possessing, using or being under the influence of alcohol or controlled substance.
- c. Having a “dangerous weapon” as defined by the Revised School Code.
- d. Possessing or using fireworks or explosives.
- e. Destroying or defacing school property.
- f. Causing a false fire alarm.
- g. Verbal assault directed at a student or staff member.

Teachers who suspend students pursuant to this policy must do so consistent with all other applicable Board policies, including the Student Code of Conduct, and all applicable federal and Michigan laws, including Section 1309 and laws pertaining to the education of disabled students.

### III. PROCEDURES GOVERNING VIOLATION OF SCHOOL RULES

#### A. Introduction to Rules of Due Process

The following procedures only govern the suspension or expulsion of a student from the school district's regular educational program.

The suspension or expulsion of a student from an extracurricular activity is not covered by this Code of Conduct or the procedures of due process, and accordingly a decision of suspension or expulsion is solely within the discretion of the building principal or designee. In addition, discipline in the nature of an in-school suspension or exclusion of a student from class, or in the nature of a written reprimand, detention, and/or work assignment before or after school, additional classroom assignments, etc., is also solely within the discretion of the building principal or designee and is not covered by this Code of Conduct or the procedures of due process.

If a student charged with a violation of the Code of Conduct has been returned to the regular school program pending a decision by either the principal, appropriate director of administrative services, hearing officer, or Board of Education, then such action of reinstatement shall not limit or prejudice the school district's right to suspend or expel the student following a decision by the principal, director of administrative services, hearing officer or Board of Education.

#### B. Definition of Discipline

1. **Suspension** - the exclusion of a student from school for a specific period of time, terminating at the end of a specific period or upon the fulfillment of a specific set of conditions.
2. **Expulsion** - The permanent exclusion from the school system by action of the Board of Education.

#### C. Suspension of Ten (10) School Days or Less

1. **Step One:** The initial judgment that certain conduct violates school rules of conduct shall be made by the principal or assistant principal. Prior to any suspension of the student, the principal shall investigate the incident, shall inform the student of the charges against him/her, shall provide to the student an explanation of the evidence the principal possesses, and shall provide the student with an opportunity to explain his/her version of the facts. If the student requests that other witnesses be questioned, the principal should talk to those witnesses if possible.

If the student makes a reasonable claim or other defense that, if true, would free him/her from blame, but the evidence is not immediately available, the principal may postpone disciplinary action for a reasonable time if the student's continued presence in school would not present an immediate danger to himself/herself, other students, or the educational process.

If, upon conclusion of the investigation and meeting with the student, the principal determines that the student has violated the rules of conduct, he/she may impose the disciplinary action of a suspension not to exceed then (10) school days.

A disciplinary suspension of five (5) school days or less shall be at the sole discretion of the building principal and shall not be subject to an appeal by the student, parents or guardian. However, if the principal imposes a suspension in excess of five (5) school days but less than eleven (11) school days, the student and/or his/her parents or guardians may appeal the principal's decision to the superintendent or his designee.

2. **Step Two:** If an appeal is going to be made to the director of administrative services of his/her designee, it should be requested within two school days following notification to the student and student's parents or guardian of the principal's disciplinary action. If a timely requested appeal is not made, the principal's disciplinary action shall not be subject to further review.

If a timely requested appeal is made by the student and/or his/her parents or guardian, and the director of administrative services or his/her designee determines that the student's continued presence in school would not present an immediate danger to himself/herself, other students, or the educational process, the student shall be returned to school after three (3) school days pending a conference with one of the director of administrative services. The appeal before the director of administrative services or his designee shall be conducted on an informal basis and the student and/or his/her parents or guardian shall be told of the evidence against the student and be given an opportunity to explain their version of the facts.

The director of administrative services or his/her designee, following the informal conference, shall inform the student and/or his/her parents or guardian of the decision, and the director of administrative services decisions shall be final and not subject to further review.

#### **D. Suspension for Eleven (11) or More School Days and Expulsion.**

1. **Step One:** If, after his/her investigation, the principal decides that a suspension for eleven (11) or more school days or expulsion is warranted, and the director of administrative services or his/her designee agrees with the principal's decision, the student and the parents or guardian shall be notified of:

- a. the charges against the student;
- b. the recommended disciplinary action;
- c. the fact that a hearing will be held before an impartial school employee;
- d. the time, place, location, and procedures to be followed at the hearing;
- e. the right to appeal any adverse decision of the hearing officer if the suspension is for more than 20 days.

If the director of administrative services or designee decides that the student's presence in school would present a danger to the student himself, to other students, school personnel, or the educational process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student shall be returned to school pending

the decision of the hearing officer.

If the student is suspended pending a decision of the hearing officer, the superintendent or designee shall appoint the hearing officer and provide for a hearing to take place within seven (7) school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing officer, the superintendent or designee shall appoint the hearing officer and cause the hearing to be held within fifteen (15) school days following the completion of the principal's initial investigation.

2. **Step Two:** Unless the student and/or his/her parents or guardian notify the school district that they waive their right to a hearing before a hearing officer, a hearing before a hearing officer will be conducted within the time limits set forth above and will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure.
3. **Step Three:** The hearing officer's decision shall be given orally, if possible, to the student and parents or guardian within two (2) days after the close of the hearing, and a written decision shall be mailed within four (4) days after the close of the hearing.
4. **Step Four:** If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parents or guardian must request in writing the hearing within five (5) calendar days following receipt of the hearing officer's written decision.

Upon receipt of a timely appeal by the student and/or his/her parents or guardians, the superintendent shall notify the student and parents or guardians of the time, place, location and procedures to be followed at the Board hearing and shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

Upon the timely request for hearing before the Board of Education, the Board shall review the decision and record made before the hearing officer and shall provide for a hearing to take place for the purpose of allowing the student, parents or guardian to present oral argument why they disagree with the hearing officer's decision and to present any additional evidence which could not have been presented at the hearing before the hearing officer.

The Board, not later than at its next regular public meeting following the hearing, shall issue a decision and shall, within seven (7) days following the public meeting, mail to the student, parents or guardians a written decision.

If the hearing officer's decision recommends expulsion and the student and/or his/her parents or guardians do not timely request a hearing before the Board of Education, the Board of Education will nevertheless make the final decision of expulsion, but the decision will be based upon information submitted to it by appropriate school officials and a formal hearing will not be allowed the student and parents or guardian.

If the hearing officer's decision imposes suspension of twenty (20) school days or more and the student and/or his/her parents or guardians do not timely request a hearing before the Board of Education, then the decision of the hearing officer shall be final and not subject to further appeal.

During any suspension, the student will not be permitted on any school property, in any school building, or admitted to any school function. School-related activities include Career Center, Skills Center, Vocational Programs and Cooperative Educational Training. Absence resulting from suspension will be recorded as unexcused.

Suspension from school will be considered an unexcused absence. Days missed resulting from suspension will be included in the total number of days of unexcused or excused absences which may result in a student being withdrawn from a class.

A student with unexcused absences will not receive credit for the class activities missed; however, a student will be able to make up for credit those assignments and tests which are essential to the completion of the course if the unexcused absence results from suspension from school. The responsibility for such makeup is with the student at the convenience of the teacher. The course of appeal is with the building administrator.

#### **Statement of Student Rights in the Hearing Process**

Private Hearing: This Hearing will be private and is being held before a school district administrator not having previous knowledge of the student's suspension or behavioral record.

Purpose: The purpose of the hearing is to evaluate the facts of the case and determine if, in the judgment of the hearing officer or panel, the decision to impose a long-term suspension was warranted.

Appearances: Both the guardian or parent and student have the right to testify as to the facts, offer other evidence, and explain the reasons for disagreeing with the principal's charges, and/or the director's requested disciplinary action. Therefore, in order to protect the student's interests, the guardian or parent and student should appear and be prepared to present their case.

The student's failure to attend this hearing may result in a decision against his/her.

Right to Counsel: The guardian or parent and/or student have a right to have counsel attend the hearing. Any attorney who is designated to appear in this case should file an appearance before the day of the hearing. Failure to file an appearance may result in an adjournment.

Witnesses: If you have any witnesses who have knowledge of the circumstances of this case, you may arrange to have them present at this hearing. If assistance is necessary to produce teachers or administrators, please call \_\_\_\_\_ at \_\_\_\_\_.

Records: If you have any written instruments, documents, or letters relevant to the case, they should be presented at the hearing.

Adjournments: Guardian or parent and/or student requesting adjournment at the hearing should call \_\_\_\_\_ at \_\_\_\_\_.  
Adjournments which are granted may result in the continued suspension of the student.

Transcript of Hearing: Either a tape-recorder or verbatim record will be made of the hearing by the school district.

Decision: Within two (2) school days after the close of the hearing, the student and parent or guardian will be notified orally, if possible, of the decision of the hearing officer. Within four (4) school days after the close of the hearing, the student and parent or guardian will be mailed a written decision of the hearing officer.

The decision shall outline the facts of the case and the hearing officer's conclusions.

Appeal: If the suspension is in excess of twenty (20) days or if a recommendation for expulsion is to be made, and if the guardian or parent and/or student are not in agreement with the written decision of the hearing officer (Hearing Panel), they may, within five (5) days following receipt of the written decision, request a hearing before the Board of Education. (If the decision is to request expulsion, only the Board can make an expulsion.)

The request for a hearing must be in writing and received by the superintendent's office within five (5) days following receipt of the decision of the hearing officer (Hearing Panel).

Upon receipt of the appeal, the superintendent will decide, based upon the record before the hearing officer (Hearing Panel), whether the student will remain suspended until the Board of Education decision.

The superintendent's decision concerning continued suspensions will be based upon reasonable belief that the record establishes the student to be a danger to himself/herself, to other students, teachers, school administrators or the educational process of the student's school.

**TITLE IX - Sex Discrimination**

Title IX of the Education Amendments of 1972 prohibits sex discrimination and segregation in education and became effective July 21, 1975.

**Public Notice**

Please be advised that the Livonia Public Schools School District does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required not to so discriminate by Sections 901 and 902 of Title IX of the Educational Amendments of 1972 (86 Stat.373,374:20 U.S.C. 11681, 1682) and by the regulations issued by the Secretary of the United States Department of Health, Education

and Welfare, on June 4, 1975 effective July 21, 1975, (45 C.P.R. 86.s1 et Seq. This law and these regulations also prohibit discrimination of the basis of sex with respect to employment in educational programs and activities operated by school districts subject thereto.

#### **IV. ADDITIONAL SCHOOL REGULATIONS**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the policy of the District to provide a safe educational environment for all of its students. All forms of bullying toward a student, whether by students, staff, or third parties, including Board members, parents, guests, contractors, vendors, or volunteers, is strictly prohibited.

This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the District, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school-sponsored, school-approved or school-related activity or function whether or not it is held on school premises, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. This policy also applies to conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the District. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**"Bullying"** is any written, verbal, psychological, physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with education opportunities, benefits, or programs of one or more students
- b. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress
- c. Having an actual and substantial detrimental effect on a student's physical or mental health
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school

"Cyberbullying" is any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with education opportunities, benefits, or programs of one or more students
- b. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress
- c. Having an actual and substantial detrimental effect on a student's physical or mental health
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school

Bullying includes a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Bullying can be physical, verbal, psychological, written or a combination of all four. Some examples of bullying are:

- a. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- b. Verbal – taunting, malicious teasing, insulting, name calling, making threats
- c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation
- d. Written - graphic or electronically transmitted

Any student, whether victim or not, who believes s/he has been or is the victim of bullying, or who is aware of another student who has been or is the victim of bullying, should, and every staff member must, report the situation to the building principal or his/her designee. Complaints against the building principal should be filed with the Superintendent or his/her designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

The building principal (or his/her designee) shall investigate, as promptly as the circumstances permit, and document all complaints about bullying (as defined in this policy) and other behavior which may violate this policy. If the investigation finds an instance of bullying has occurred, it will result in appropriate consequences.



The individual responsible for conducting the investigation shall notify the parents/legal guardians of the victim, as well as of the perpetrator, of the verified incident(s) of bullying as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of this contact, or attempt to notify, shall be noted.

The individual responsible for conducting the investigation shall document all reported incidents which are prohibited and report all verified incidents of bullying or other behavior which violates this policy, as well as any remedial action taken, to the Superintendent or his/her designee.

The Superintendent, or his/her designee, shall submit a compiled report to the Board on an annual basis. The Superintendent is responsible for implementation of this policy. This policy will be publicized by being placed on the School District's website and in student handbooks.

Retaliation, or making a false accusation against a target of bullying, a witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation or false accusations should be reported in the same manner as bullying behavior. Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. This policy is published in the student handbook annually, which is accessible on the school and district websites.

**Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. To the extent permitted by law, documents comprising the investigation will be maintained in a secure manner, will not be co-mingled with other documents, and will be disclosed only in accordance with law or on a "need to know" basis.

**Bus Behavior**

This school district provides many of our students with bus transportation to school. This privilege carries with it responsibilities on the part of the student. These responsibilities include:

1. Follow all the rules and all the directions given by the bus driver.
2. Remain in your seat.
3. Always engage in socially appropriate verbal interaction.
4. Maintain socially appropriate distance from other students.
5. Eating and drinking is not allowed.
6. Smoking is not permitted on buses, this is a State Law.

The safety of all riders requires good conduct on the part of all passengers, and those students who cannot behave on the buses will be prohibited from riding them.

**Communication Devices**

Students are not to use electronic communication devices (cell phones, pagers, etc.) in school unless authorized by the building principal. These items are frequently noisy and may be disruptive to the educational environment. The administration recognizes that cell phones are a desirable and convenient means of communication between parents and their children. Thus, authorized cell phone use is defined below:

- Cell phones are not to be turned on, seen, heard, or used in the school building between the hours of 7:00AM and 3:00PM on a day school is in session.
- Cell phone use after 3:00 PM should occur outside of the school building.
- It is not appropriate to use cell phones during such events as plays, concerts, indoor sporting events, dances, etc.
- Cell phones may not be used on school buses at any time.

Students found in violation of the guidelines stated above will have their cell phone confiscated and turned over to an administrator. The student will face disciplinary action (ranging from detention to suspension) and the phone will be returned to the student or a parent/guardian at the administrator's discretion.

**Electronic Devices**

Radios, tapes, CD players, pagers, video recorders, portable TV's and laser pens are not to be brought to school. They are disruptive to the educational environment and are subject to breakage, theft, and vandalism. Such items will be retained by the administration. Possession of these items could result in disciplinary action to include suspension.

**Extortion and Threats**

Any action involving extortion or threats could be subject to disciplinary action including expulsion.

**Drug Paraphernalia**

Items used in the drug use culture are not to be brought to school. If found, they will be confiscated and the student will face disciplinary action. Examples of these items are cigarette papers, pipes, lighters, etc. These are but a few examples and the Skill Center will not be limited to the items mentioned.

**False Alarms**

Any student who pulls a false fire alarm will be suspended from school. A full report will be made to the Fire Marshall and to the police department for prosecution as a violation of the city code.

**Fighting**

Students are expected to avoid fighting situations. Students involved in a fight in school, enroute to and from school, or at school activities will be suspended. Any subsequent fights (during the student's high school career) will result in additional penalties including possible expulsion.

**Firecrackers**

Firecrackers, smoke bombs and other incendiary devices are prohibited at school. Students in possession of these devices will be suspended from school and a report made to both the Fire Marshall and the Police Department.

**Forgery**

Forging any school staff's signature or parent/guardian signature, is regarded as a serious offense resulting in disciplinary action.

**Fraudulent Representations**

Any false or misleading statements or actions are detrimental to the good order and functioning of the school and will result in disciplinary action. This is particularly applicable to false calls received in the attendance office.

**Glass Bottles/Liquid Containers**

Glass/bottles or open liquid containers should not be brought to school. Students may bring unopened cans or plastic bottles as part of their lunch to be consumed only in the cafeteria. These cans or plastic bottles are not to be taken into classrooms.

**Harassment**

No sexual, racial, religious, or ethnic harassment of a student or staff member is allowed. Sexual harassment means any sexual references or contact which make a person uncomfortable and are said to "make fun of" or to embarrass or abuse another person. Racial, religious, and ethnic harassment are references which "make fun of," embarrass, or abuse a person based on his/her race, religion, or nationality.

Any of the above mentioned "harassment" is regarded as a serious offense which is punishable by suspension.

**Harmful Substances**

*DRINKING:* Anyone who has consumed alcoholic beverages or is in possession of intoxicating beverages in school or at a school function will be immediately suspended for a minimum of seven days, and a parent/guardian conference will be required.

*DRUGS:* Students under the influence of drugs or students with dangerous drugs in their possession will be suspended from school for a minimum of ten days. Students found in possession of drug paraphernalia will face disciplinary action. A parent/guardian conference will be required. We will cooperate with the police department and any other agency that is attempting to prevent drug traffic among young people.

*SMOKING:* The state law prohibits students from smoking or chewing tobacco on or in the vicinity of any school property or on the way to and from school. This applies to all school activities and any other functions held on school property or in school buildings. Students cannot carry matches or lighters to school. Students smoking or in possession of lighted tobacco or using tobacco in the building, on the grounds, or at activities will be suspended. Parents will be notified in all cases.

*POSSESSION* - A student shall not have tobacco in any form in his/her possession or under his/her control inside any school building or on the school grounds or off school grounds at a school activity, function, or event. Such conduct will result in suspension.

Smoking/Possession of Tobacco

1st offense	- 3-day suspension
2nd offense	- 5-day suspension
3rd offense	- 7-day suspension
additional offense	- 7-day suspension

**Insubordination**

The authority of a staff member should be respected at all times. When there are differences of opinion between a staff member and student, appropriate procedures to follow are: (1) It is appropriate for the student to follow the directions of the staff member and to appropriately address the differences at a later time; (2) If the student feels this is not possible, he/she should report directly to their assistant principal, and the parents or assigned guardian should be notified. Consequences for insubordination will range from detention to suspension.

**Knives**

**Knives of any kind** are not allowed at the Western Wayne Skill Center. These items will be confiscated and held for parent pick-up. Discipline may range from suspension to expulsion.

**Leaving The School Building**

Western Wayne Skill Center has a closed campus. No one should leave the school building or campus without permission. There is no such thing as a lunch pass. When it is necessary to leave the school during the school day, you must "check out" at the Office. Trips to the parking lot require administrative approval. If you leave without permission at any time for any reason during the school day, you will face disciplinary action ranging from detention to supervision.

**Profanity**

Profanity and obscene gestures are unacceptable. It is important that language use in school be in good taste. Inappropriate language in the school setting may result in disciplinary action. Inappropriate language or gestures directed toward school personnel will result in suspension.

**Public Display of Affection**

Kissing and other displays of affection in the halls are not acceptable, nor will they be tolerated. Holding hands is permitted. If, after a discussion with the offending students, there is no change in behavior, a parent conference will be held.

**School Safety/Threatening Behavior**

Students are expected to treat all staff and other students with respect at all times. A student who is having a problem with another student should ask a teacher, counselor, or administrator for help with resolving the problem. Any type of threat or intimidating behavior toward a staff person or other student is unacceptable and will be considered to be very serious. Administrative action will include parent contact and may include contact with the school social worker and a parent meeting with the school administrator and the school district Director of Security. Disciplinary action will range from suspension to expulsion.

**Snowball Throwing**

Throwing snowballs on school property or enroute to and from school is prohibited and will result in disciplinary action.

**Student Expression**

Regulations pertaining to oral, visual, and written expression and distribution of printed materials:

- 1 In accordance with the Bill of Rights and the statement of those specific rights found in Board Policy, freedom of speech and expression will be protected in the Livonia Public Schools within those limitations necessary to assure the orderly conduct of classes and school activities and the reasonable protection of the rights of others. Activities not acceptable are the following:
  - a. Activities which involve the use of expressions deemed obscene or prurient in nature by the principal of the school;
  - b. Activities involving the use of false statements or innuendoes which may subject any person to hatred, ridicule, or injury to his/her reputation;
  - c. Advocating the violation of existing statutes, ordinances, or other established laws or official school policies, regulations, or rules;
  - d. Any expression, written, visual, or oral, advocating the use of any illegal substance or material which may reasonably be believed to constitute a direct and present danger to the health of students or providing information regarding the availability of such substances or materials;
  - e. Activities which advocate the superiority of any religious denomination or sect over another, or in any other way criticize or deride others by virtue of their race, creed, color, or place or origin.
2. Teachers are delegated the responsibility by the principal for the enforcement of the above limitations in the case of any class activities.

3. No printed material may be prepared, published circulated, or distributed on school property for the purpose of personal financial gain, the soliciting of funds, or otherwise be offered for sale, unless previously approved by the principal.
4. All written materials circulated, distributed, or posted on school property shall be reviewed and approved by the principal or his designee prior to such circulation, distribution, or posting.
5. Distribution of written publications by students shall be limited to those hours of the school day and locations on the school property determined by the principal.
6. The use of printing or duplicating equipment of the school for preparing general publications shall be reserved to official school organizations. All students shall, on the other hand, have access to the use of official school publications in ways to be determined by the editorial board or committee of each publication.
7. Any proven violation by a student of the above restrictions may subject the student to disciplinary action including suspension as in the case of violation of other school rules.
8. The right to petition is guaranteed by the Constitution. Students are allowed to present petitions to the administration at any time. The petition must be free of obscenities, libelous statements, personal attacks, and be within the bounds of reasonable conduct. Collecting of signatures on petitions should be limited to time before and after school hours or between classes.

#### **Technology Misuse**

##### **Student and Parent/Guardian LivNet Access Authorization**

As a condition of the student being allowed access to network resources, electronic equipment, and communications (hereinafter called LivNet) through Livonia Public Schools, we understand and agreed with the following:

1. The use of LivNet, which includes limited access to the Internet, is a privilege and may be revoked at any time.
2. The district reserves the right to review at any time any student use of LivNet.
3. Any misuse of LivNet may result in disciplinary action. Penalty ranging from suspension to expulsion.
4. The student will accept the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via LivNet.
5. The staff of the Livonia Public Schools shall be the sole determiners of the appropriateness of materials or actions of student users of LivNet.

We have read the Livonia Public Schools Student LivNet Access Policy, printed on the back of this form, and agree to fully comply with that policy. We understand that the term LivNet includes, but is not limited to, access to the Internet, use of all school district computer equipment, and all electronic communications and devices.

We agree to comply with all of the conditions stated in this authorization form as well as the Student LivNet Access Policy.

As the parent or legal guardian of the student, I grant permission for the student to access LivNet. I understand that individuals and families may be liable for violations, including unauthorized financial obligations resulting from inappropriate use of LivNet. I understand that some materials on LivNet may be objectionable, but I accept responsibility for guidance of LivNet use-setting and conveying standards of my student to follow when selecting, sharing, or exploring information and media.

In consideration for the privilege of using LivNet, we hereby hold harmless the Livonia Public Schools, the Board of Education, staff, and volunteers from any and all damages, costs, and attorney fees incurred as a result of injuries or damages caused by the student which arise from his/her use of, or inability to use, LivNet.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Print Parent's/Guardian's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Livonia Public Schools Student LivNet Access Policy**

Students in the Livonia Public Schools will be provided, with parent or guardian approval, access to network resources and electronic equipment and communications (hereinafter called LivNet) for educational purposes. This access to LivNet is designed to assist in the collaboration and exchange of information, to facilitate personal growth in the use of technology, and to enhance information gathering and communication skills. The use of LivNet includes limited access to the Internet.

Students must comply with the following acceptable use of LivNet for Livonia Public Schools:

1. The use of LivNet at school is a privilege and may be revoked by the administrators of LivNet at any time.
  2. The district reserves the right to monitor and review at any time any type of use or information used, stored, sent, received, or down loaded on district computers of equipment.
  3. Any misuse of LivNet may result in disciplinary action as a violation of Board Policy JD, Prohibited Acts B{1}, F{2}, G{3}, and I{4}. Misuse of LivNet shall include, but is not limited to, the following:
    - a. Malicious use of LivNet through hate mail, harassment, profanity, obscenity, vulgar statements, or other discriminatory acts.
    - b. Illegal installation of use of copyrighted software.
    - c. Intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users.
    - d. Disrupting the operation of LivNet through abuse of the hardware or software.
    - e. Use of Livnet for any commercial-for-profit purpose.
    - f. Use of LivNet for noneducational/nondistrict related communications.
- ~~1. JD.B: A student shall not intentionally cause or attempt to cause, damage to school property or steal, or attempt to steal, school property.~~
2. JD.F: A student shall not fail to comply with instructions and directions of teachers, student teaches, substitute teachers, teacher aides, principals, other school personnel, or persons acting in chaperon or supervisory capacity.



3. JD.G: A student shall not commit, or participate in, any conduct or act defined as a crime by state law or local ordinance.
4. JD I: A student shall not commit, or participate in, any conduct or act prohibited by a school building's rules and regulations.

#### **Trespassing**

Western Wayne Skill Center maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have not legitimate business, may be subject to trespassing charges and will be reported to law enforcement agencies.

#### **Vandalism And Destruction of Property**

Where responsibility for vandalism, graffiti, and malicious destruction of property can be established, students and their parents will be financially accountable. In addition, there will be school discipline for responsible students.

#### **Weapons, Arson, Criminal Sexual Conduct**

The Board of Education has enacted the following regulation in accordance with federal law, being the Gun-Free Schools Act of 1994, and Michigan law, being Act 328 of the Public Acts of 1994, requiring the school district to expel a student who commits certain prohibited acts:

1. The school district's student code of conduct shall be administered and enforced in compliance with the Gun-Free Schools Act and Act 328 of the Public Acts of 1994. Except as otherwise required by the Gun-Free Schools Act and P.A. 328, 1994, the school district's student code of conduct and due process procedures in effect at the time of this board policy shall remain in full force and effect and shall be administered and enforced as written.
2. As provided in the Gun-Free Schools Act and P.A. 328, 1994, a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson in a school building, or on school grounds, or committed criminal sexual conduct in a school building, or on school grounds.

#### **A dangerous weapon means:**

- a. Any firearm (including a starter gun and BB gun) which is designed to expel a projectile by the action of an explosive or the frame or receiver of any such firearm;
- b. Any firearm muffler or firearm silencer;
- c. Any explosives, incendiary or poisonous gas device (i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or device similar to any of these devices.)
- d. A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

**NOTE:** As prescribed by Public Act 328, the length of a “Dangerous Weapon,” Arson, or Criminal Sexual Conduct expulsion will be 180 school days - a full year of school. Also, during that time, a student cannot attend any other public school in the State of Michigan.

As required by law, the police will be contacted in all issues related to Weapons, Arson, or Criminal Sexual Conduct.

## **SUSPENSION FROM SCHOOL**

When students engage in unacceptable behavior or violate school regulations, they may be subject to suspension from school. When his becomes necessary, the school administrator will provide oral or written notice of the charges against the student, and if the student denies the charges, and explanation will be afforded of the evidence which supports the suspension. The student will be given an opportunity to present his/her side of the story. A delay between the time “notice” is given and the time of the hearing is not essential. Discussion may occur within minutes after the misconduct has occurred.

In the case where the presence of the student poses a continuing danger to persons or property or an ongoing threat disrupting the academic process, that person or persons may be immediately removed from school. In such cases a notice of charges and a hearing will follow as soon as practicable.

In most cases, students will be suspended in school.

During an out-of-school suspension, the student will not be permitted on any school property, in any school building, or admitted to any school function in accordance with the Western Wayne Skill Center and home school district. During any suspension, the student will not be allowed to participate in any extracurricular activities or athletics in accordance with the home school and the Western Wayne Skill Center.

Days missed resulting from suspension from school will be included in the total number of days unexcused or excused absences which may result in a student being withdrawn from a class.

**NOTE:** Guidelines for implementation of student suspension/expulsion procedures will be followed according the IDEA amendments of 1997 and its implementing regulations issued March 1999, and the Michigan Revised School Code.

## **APPEAL PROCEDURES**

Efforts are made at Western Wayne Skill Center to assure parents and students of "due process" in the handling of disciplinary infractions and, at the same time to retain effective decision making processes. Every reasonable effort will be made to insure that the rights of those involved are fully protected.

Students and parents have the right to appeal teaching and administrative decisions when they have good reason to believe that such decisions are unjust and not in the best interest of public education.

The following is the appropriate sequence of contacts to be followed when appealing a decision:

Teacher                      - First Level  
Teacher Consultant - Second Level  
Principal        - Third Level

The appeal process for short-term and long-term suspensions has been more precisely outlined. The Board of Education adopted the procedure July 14, 1980. The complete document may be reviewed in an earlier section of this handbook under Board Procedures Governing Violations of the Proceeding School Rules.

Every effort will be made to insure that students and parents are guaranteed the rights of "due process" whenever decisions affecting their education are made. However, the proper channels of communication and authority should be followed when appealing an administrative action or decision.

It is not the intent of this section to list every conceivable student infraction. Instead, efforts have been made to outline more common and significant infractions and communicate due process and appeal procedures. In the interest of student welfare or the safety of any and all school personnel, the administration reserves the right to make decisions on infractions not listed and expand any disciplinary action.

## **FAMILY RIGHTS AND PRIVACY ACT EXPLAINED**

Educational records of students in the Livonia Public School District are safeguarded by policies of the federal legislation entitled Family Educational Rights and Privacy Act of 1974.

Educational records are defined as any information concerning a student which is maintained in writing, on print, film or tape for others to see or hear.

Livonia Public Schools maintain the following kinds of educational records:

1. The "CA 90." This is the educational record which follows the student from kindergarten through graduation. It contains grades, test scores, the attendance record, schools attended, health information, etc. Each student has a "CA 90."
2. Personal Cumulative File. Examples of material in Personal Cumulative Files are evaluative material on handicapped students, psychiatric reports, records of some disciplinary matters, etc.
3. Administrative Files. In the normal course of school business, information regarding students is maintained on a regular basis; for example, requests from parents that their child be allowed to attend a school out of their attendance area.

Families, parents and students eighteen years of age or older may have access to a student's educational records.

Parents who are divorced or separated may have access to their child's records unless specifically prohibited by a court order on file in the child's school.

Families wishing to read a child's educational record should contact the principal's office. Access to a Personal Cumulative File maintained by the Western Wayne Skill Center can be arranged by telephoning 734.744.2810.

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent of Human Resources  
15125 Farmington Road  
Livonia, MI 48154  
(734-744-2500)