

Dear LPS Parents and Students,

This handbook has been prepared to assist you in better understanding the policies of our school and Livonia Public Schools. We encourage each family to review the handbook together which will familiarize you with the code of conduct and school/district policy.

We are proud of our school, our students, and our families. We believe that it is important that both the school and family work together to ensure quality education for all children. If you have any questions about this handbook or any other issue as it arises during the school year, please contact your child's teacher or the principal. Our office hours are 8:00 a.m. to 4:30 p.m.

## IMPORTANT PHONE NUMBERS

### **LIVONIA PUBLIC SCHOOLS**

Transportation 744-2517  
Food Service/Cafeteria 744-2820  
School Age Child Care (SACC) 744-2813  
Director of Elementary & Special Programs 744-2589  
Director of Secondary Programs & Facilities 744-2520  
Director of Academic Services 744-2614

### **CHS Triad Schools**

Johnson Upper Elementary School 744-2740  
Frost Middle School 744-2670  
Churchill High School 744-2650

### **FHS Triad Schools**

Cooper Upper Elementary School 744-2710  
Emerson Middle School 744-2665  
Franklin High School 744-2655

### **SHS Triad Schools**

Riley Upper Elementary School 744-2680  
Holmes Middle School 744-2675  
Stevenson High School 744-2660

Livonia Career Technical Center High School 744-2816  
Jackson Early Childhood Center 744-2813  
Perrinville Early Childhood Center 744-2765

Western Wayne Skill Center 744-2810

Livonia Clothing Depot at Marshall Elementary 744-2750 ext. 25128  
LPS Adult Education 734-744-2603

### **FAMILY RESOURCES**

Poison Control 1-800-222-1222  
Livonia Police (non-emergency) 734-421-2900  
Livonia Fire (non-emergency) 734-466-2444  
Livonia Counseling Center 734-744-0170  
Livonia Family YMCA 734-261-2161  
Alfred Noble Library 734-421-6600  
Civic Center Library 734-466-2491

William P. Faust Westland Public Library 734-326-6123  
Westland Police (non-emergency) 734-722-3273  
Westland Fire (non-emergency) 734-467-3201

The Department of Health and Human Services has implemented a dedicated, toll-free number to handle reports of suspected child abuse and neglect. The number to make a report of child abuse or neglect is: **855-444-3911**.

### **LPS ANONYMOUS TIP LINE**

If you are concerned that someone might do something hurtful to anyone in the district, you may call the Livonia Public Schools anonymous tip hot line at 734-744-2545.

# **LIVONIA PUBLIC SCHOOLS BOARD POLICY CODE OF CONDUCT PHILOSOPHY**

It is the aim of the Board of Education, administration and instructional staff to promote through its policies and regulations the highest possible standard of conduct and atmosphere for good instruction. It is earnestly desired to have high standards of conduct, behavior and school achievement. Development of good habits requires a consistent, calm atmosphere, which will promote the individual and group learning process.

1. Students shall be held strictly responsible, at all times, for diligent application to schoolwork and the development of efficient study habits based on ability.
2. At all times, students shall show proper respect to staff members, school visitors and adult volunteers. Both students and staff members have an obligation to maintain conditions, which will promote the proper atmosphere for learning and growing together.
3. Malicious destruction of school property will result in the replacement or repair of property or payment for the damages by the student or his/her parents or guardian. Students shall help keep the school grounds and property clean.

## ABSENCES/ATTENDANCE

State law requires attendance in school. The school district shall report to the appropriate authorities any child who is absent from school in violation of the compulsory attendance law.

The school day begins at 8:55 a.m. Students not seated in their classroom will be marked tardy. After an absence, any necessary modifications to the child's school day, such as limited physical activities, must be stated in writing.

For extended absences, a doctor's note may be needed. Absences due to family vacations are discouraged. The student will accept responsibility for work missed when absent.

Parents are not asked to call the school to report an absence—they will call only in the event of an extended absence or in cases of communicable diseases, such as head lice, chicken pox and measles.

Your child's safety is of greatest concern to us. **In order to ensure safety and to confirm that a child is absent with parent knowledge, an automated system will make calls on the day of the absence.** Additionally, parents are able to access student attendance records at any time with the online access available through ParentConnect.

### ABSENCES - TARDINESS

Students who arrive at school after the bell rings must enter school through the front doors and sign-in at the office or the school welcome table. Late students should not enter school through their grade level doors. We need to know the student has arrived and is in attendance.

A child will be considered "present" for the AM session if in attendance prior to 10:30 a.m. He/she will be marked "absent" for the AM session if arrival takes place after that time. For the PM session, a child will be marked "present" if

he/she is in attendance until 2:30 p.m.; if a child is taken out of school before that time, he/she will be marked “absent” for the afternoon session.

## ABSENCES WITHIN THE DAY

### SIGN-OUT

1. Please send a note to the teacher if your child will need to leave during the day. The teacher will send your child to the office at the correct time.
2. A parent must report to the office and sign-out his/her student. The child leaves the office with his/her parent.
3. No child will be dismissed directly from the class, lunchroom, or the playground to the parent.
4. If someone other than the parent signs the child out, that person must be listed on the emergency care form or have written permission from the parent before the child will be permitted to leave the building. We may call the parent for verification, or ask to see identification from the adult picking up your child.

### SIGN-IN

1. When returning to school the same day, the student must stop at the office and sign-in before returning to class.

## ACCESS TO STUDENT RECORDS

Educational records of students in the Livonia Public Schools’ School District are safeguarded by policies of federal legislation entitled Family Educational Rights and Privacy Act of 1974. Parents and/or students (eighteen years of age or older) who wish to read the educational record should contact the principal’s office.

Our policy defines who has access to records, under what conditions, and when parent/eligible student consent is required for release of certain data. It also defines the periodic administrative review of records and possible destruction of file information when the material is no longer educationally relevant. There is also a process toward resolution for parents and eligible students who believe that the record contains inaccurate data.

## ACCIDENT AND/OR ILLNESS

If a child becomes sick or is injured in school, the parents are contacted to make arrangements for their child’s care. If we cannot reach the parents, we will call the persons designated on the emergency care card.

If the school is unable to contact either the parents or their designee, one of two procedures will be followed:

1. The child will be made as comfortable as possible in the school clinic until arrangements can be made for that child to be taken home.
2. Transportation to the hospital will be arranged for students with injuries that require immediate professional medical attention. An adult from the school will accompany your child to the hospital.

## APPOINTMENTS

Please sign-in at the office for an ID badge for before, during, or after-school meetings.

### WITH THE PRINCIPAL

Please feel free to contact the principal regarding any questions or concerns. It is recommended that you contact your child's teacher before contacting the principal regarding classroom issues. The principal may not always be available to take your phone call but will return your call as soon as possible.

Please contact the school before appearing in person to ensure the time is convenient for a meeting. We value parent-school communication!

### WITH TEACHERS

Please feel free to contact your child's teacher during the year. We encourage communication from parents.

You may contact your child's teacher in the following ways:

1. Write a note in your child's planner or teacher/school communication folder.
2. Write a note to the teacher.
3. Call the office or the teacher's voice mail and request a return phone call or meeting. Give your name, phone number, message and the best time to contact you.
4. E-mail a note to the teacher.

Please contact the teacher before appearing in person to ensure that the time is convenient for a meeting.

## ARRIVAL & DISMISSAL

### ARRIVAL:

Students should not arrive at school before 8:45 a.m. The first bell rings at 8:50 a.m. and our doors open. School begins at 8:55 a.m., when the second bell rings. Teachers have preparation and meetings before school starts and are unable to

supervise students. Please help your child to arrive at school at the right time. Students are not allowed in the school before the first bell rings. Please do not ask to enter a room before the school day begins. Students in the SACC program remain in the SACC room until the first bell rings.

Students are expected to line-up at the area designated for their grade level. While in line, children are expected to follow all applicable school behavior guidelines.

If a student arrives after 8:50 a.m. he/she may enter through the front door and proceed to the classroom.

If a student arrives after school begins at 8:55 a.m., he/she must check-in at the office before going to class.

#### **DISMISSAL:**

The school day ends at 3:58 p.m. Students are dismissed from their grade level or arrival/dismissal door. Parents are requested to wait outside the building for their child. Please do not meet your child at the classroom.

It is expected that a child is picked up from school in a timely manner if the child is not utilizing LPS bus transportation. If a child is not picked up by the close of the main office and his/her parent/guardian cannot be located, the person(s) listed on the Emergency Care Cards will be contacted. If neither the parents/guardians or persons listed can be contacted, then the local police agency will be contacted.

## **AUTOMOBILE USE ON SCHOOL PROPERTY**

If your child is eligible for bus transportation, it is strongly encouraged that you utilize this service.

It will be expected that all adults will cooperate fully with the parking lot procedures to ensure the safest environment possible for all members of our school community.

## **BICYCLE SAFETY**

#### **SCHOOL RULES:**

Bicycles may be ridden to school but the student is responsible for his/her own safety. Students bring bikes to school at their own risk; therefore, we strongly recommend locking bikes to the racks provided at school. Bikes should be parked facing into the rack.

**STUDENTS ARE EXPECTED TO WEAR BIKE HELMETS.**

Students who are riding bikes to school must walk their bikes to and from the storage area while on school property.

### AROUND THE BUILDING:

1. **WALK** your bike (do not ride) when you are on school grounds.
2. **WALK** your bike only on the sidewalk - never on the grass.
3. **WALK** your bike across the street.
4. **CONTROL** your bike so it never hits or runs into anyone.
5. **OBEY** directions given. Please stay in the bike lane of the crosswalk and do not push your bike into students who are walking.
6. **CHECK** clothing so it does not interfere with riding your bike. (example: look for untied shoe laces, a jacket tied around the waist, an open backpack, etc.)

### ON THE WAY HOME:

1. **RIDE** on the sidewalks watching out for walkers
2. **RIDE** one person to a bike - never with someone on the handlebars.
3. **RIDE** with care. **NEVER** perform bicycle tricks.
4. **WATCH** for cars

Students who fail to follow these rules will not be permitted to ride their bikes to school.

## BUS TRANSPORTATION

### RIDING THE SCHOOL BUS

Students ride their assigned bus. If a student plans to ride the bus home with another student, we must have two notes; one from each family-**there are no exceptions to this guideline.**

1. **BE ON TIME.** Be at the bus stop seven (7) minutes before pick up time. Due to stormy weather or traffic, there may be delays.
2. **WAIT IN A SAFE PLACE.** Stay out of the road, at least 10 feet away, and remain visible.
3. **WAIT FOR THE BUS TO STOP COMPLETELY.** Move to bus only after the door opens. Hold the handrail while boarding. Sit down as quickly as you can.
4. **STAY IN YOUR SEAT.** (Back to back; bottom to bottom) Keep your hands to yourself. Do not put your legs in the aisle or hands and head out the window. Never throw something out the window.
5. **EXIT AFTER THE BUS IS COMPLETELY STOPPED.** Walk single file. Hold the handrail. Walk 10 feet away from bus. Make eye contact with the bus driver. Double check traffic both ways before crossing.

**NEVER REACH FOR ANYTHING UNDER THE BUS.  
TELL THE DRIVER IF YOU DROP ANYTHING.**

### WAITING FOR THE BUS AT SCHOOL:

1. **STAY IN YOUR BUS LINE.** Do not run around, play on the playground equipment, or leave your backpack as a placeholder.
2. **FOLLOW** all directions given by the school staff.

### BUS BEHAVIOR

Bus service is provided for transporting children who are not within safe walking distance to and from school. Because one driver must supervise a number of children and drive at the same time, it is necessary to enforce firm rules of bus behavior.

## CLASSROOM ASSIGNMENTS

During the first two or three weeks of school, teachers will be working to best determine children's needs. It may be in the best interest of a particular child to assign him/her to another classroom. If this becomes necessary, the parent will be contacted.

If full enrollments do not materialize as projected or if additional enrollments materialize, it may also be necessary to reorganize a grade level or the entire school. The Director of Personnel, as soon into the school year as possible makes these staffing decisions. In the event that reorganization is needed, rest assured that our school staff will regroup the students with the same care and diligence as was displayed the preceding spring.

Per Board of Education policy, the principal shall make the final decision regarding the placement of a student in a particular class or classroom.

## COMBINATION CLASS

A combination class contains students from two different grade levels taught by one teacher. Combination classes may be created due to the number of students at each grade level. There may not be enough students at all grade levels to create a whole new class. There also may be too many of one grade to place in one class. Thus, a combination class is created.

All children are challenged and expected to achieve whether they are in a combination class or a standard class. In every class there is always a wide range of abilities.



# COMMUNICABLE DISEASES

Parents are asked to notify the school office if their child has contracted a communicable disease. Teachers are required to notify their principal of any student suspected of having a communicable disease. Upon investigation, and based on Department of Health and Human Services guidelines, the principal may exclude from school any pupil suspected of having a communicable disease. The principal shall determine the pupil's readmission requirements to school. This will generally require that the child be free from all symptoms or have a doctor's note specifying the child is not contagious.

# COMPUTER USE

Students in the elementary school receive group computer instruction in the computer lab that is appropriate to their grade level. They may also work independently in the lab with teacher approval.

The rules below are to be followed when using the computers:

1. Only software purchased by the Livonia Public Schools may be installed or used on school computers.
2. Software and programs purchased by the Livonia Public Schools may not be copied for home or other use.
3. LPS equipment may not be used to copy programs or material in violation of copyright laws.
4. Students may not access the computer files of any other student or staff.
5. Computers should never be unplugged or turned off at the power strip.
6. Computer users should not access the control panel, hard drive, or move icons.
7. No food or drink is allowed at or near the computers or printers.
8. Students must remain seated when in the lab.
9. Students must obtain a classroom pass to work independently on the computers.

Failure to follow these rules may result in disciplinary action including suspension from independent computer work.

## TECHNOLOGY - LIVNET'S STUDENT ACCEPTABLE USE POLICY

Students in Livonia Public Schools will be provided with parent and 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:

- The use of LivNet at school is a privilege and may be revoked by the administrators of LivNet at any time.
- The district reserves the right to monitor and review at any time any type of use of information used, stored, sent, received or downloaded on district computers or equipment.

Any misuse of LivNet may result in disciplinary action as a violation of Board Policy JD, Prohibited Acts, B1, F2, G3 and 14. Misuse of LivNet shall include, but is not limited to the following:

- Malicious use of LivNet through hate mail, harassment, profanity, obscenity, vulgar statements, or other discriminatory acts.
- Illegal installation or use of copyrighted software.
- Intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users.
- Disrupting the operation of LivNet through abuse of the hardware or software.
- Use of LivNet for any commercial-for-profit purpose.
- Use of LivNet for non-educational/not-district-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 teachers, substitute teachers, teacher aides, principals, other school personnel or persons acting in chaperone 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.

## DESKS, CUBBIES, LOCKERS

The contents of a student's desk and/or cubby may be examined by school personnel at any time. The use of an assigned locker is a privilege. The locker is the property of the school district and school personnel may enter the locker from time to time and inspect the contents therein without notice to or the approval of the student. Illegal drugs, marijuana, alcohol, weapons, and other dangerous instruments contained in the locker 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.

"Livonia Public Schools does not accept liability for items brought to school that are lost, stolen, or damaged."

# DISCRIMINATION

The school district prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, or handicap in any of its education programs or activities.

# DRESS CODE

The Livonia Public Schools' Dress Code states: "students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good learning environment."

When, in the judgment of the principal, the student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student shall be required to make modifications.

Clothing with messages that are obscene, profane or advocate the use of controlled substances may not be worn.

We do ask for your support and adherence to the following when assisting your child(ren) in preparing for school.

## **Warm weather wear:**

Shorts AND skirts should be of an appropriate length. Skirts that are very short and are not appropriate for school activities including P.E., recess and gathering on the floor for class discussions are not to be worn. Again, we understand that guidelines such as "fingertip", "pinky length" are difficult because not everyone has arm and leg length which are in direct proportion to the other. However, most adults can quickly see whether or not a skirt or short length is "too short." If it is "questionable," please refrain from allowing your child to wear it to school.

Tank tops may be worn; however, there are no "spaghetti strap" or halter tops allowed. Tanks must be approximately three fingertips in width. For our young gentleman, the tanks with the low, wide armholes are also not appropriate.

Please also be aware that tops and low slung jeans/skirts/pants that combine for a bare midriff are not allowed.

## **Cold weather wear:**

Boots are required during inclement weather, or the student will be confined to the blacktop area of the playground during outdoor recess. Raincoats, gloves/mittens, hats and scarves should be worn during cold or rainy weather.

Children will be going outdoors for recess when the temperature and wind chill combine for 15 degrees or above; recess is 30 minutes in duration, so children should be dressed for remaining outdoors for that length of time.

Your cooperation in sending children to school dressed appropriately is greatly appreciated.

## DROPPING OFF MATERIALS

In the rare occasion that a student forgets his/her materials at home, please drop them off at the Welcome Table in the lobby during the first hour of the school day, or leave them in the office after that time. Your child will be notified and will be able to pick them up at an appropriate time during the day.

## DUE PROCESS

Both students and parents have the right to appeal teaching and administrative decisions and disciplinary actions. The proper sequence to be followed in appealing a decision within the school system is:

1. Teacher
2. Principal
3. Director of Elementary and Special Programs
4. Superintendent

Every effort will be made to ensure that students and parents are guaranteed rights of “due process” whenever decisions affecting their education are made. The proper channels of communication and authority should be followed when appealing a decision. For more information regarding procedures to be followed in making a formal appeal, contact the building principal.

## EMERGENCY CARE CARDS

We ask that parents/guardians complete and return the Emergency Care Cards as soon as possible. IT IS IMPORTANT THAT WE HAVE THIS CARD ON FILE in case your child becomes ill at school or an accident occurs. It is essential that the Emergency Care Card BE KEPT CURRENT THROUGHOUT THE SCHOOL YEAR. It is necessary to include the area code with all telephone numbers. Please list the names of two other adults, with their permission, who can care for your child should he/she becomes ill or injured during the school hours and a parent/guardian cannot be reached.

If the school is unable to contact either the parents or their designee, one of these two procedures will be followed:

1. The child will be made as comfortable as possible in the school clinic until arrangements can be made for the child to be taken home.
2. Transportation to the hospital will be arranged for children with injuries that required immediate professional medical attention.

## EMERGENCY CLOSING OF SCHOOL

Should Livonia Public Schools need to close due to inclement weather, the announcement would be made on radio stations WJR 760 AM, WWJ 950 AM, and television stations WJBK Fox channel 2, WDIV channel 4, WXYZ channel 7, and the city cable channel, 15 for Livonia and 19 for Westland. Please listen for mention of Livonia Public Schools. Additionally, parents may sign up for text and e-mail notification through e-News alerts.

Elementary school students will NOT be dismissed early due to emergency situations. Students may be transported to another facility.

### SEVERE WEATHER

All reasonable care for the safety of the children is observed here at school.

Each school has a weather alert system which is in operation twenty-four hours a day. This radio system provides a warning to our school as soon as the U.S. Weather Service at Metro Airport issues it.

When a tornado watch is issued, students will be dismissed at the regular time and encouraged to go directly home.

In the event tornado warnings are in effect, children will follow the designated tornado procedure. Children will not be dismissed until an official "all clear" message has been received.

Dismissal of school might also be delayed in less dangerous situations, such as an extremely heavy rainstorm, which may begin at the time of dismissal. Students will be released only to a parent and/or guardian, unless written verification is given to the person picking up the student.

**It is district practice that elementary students in the Livonia Public Schools will not be dismissed early due to inclement weather or emergency situations.** If the building is not suitable for students and staff, the students will be transported by school bus to an alternate facility. Again, we will not send home elementary-aged students during the school day.

**Please avoid telephoning the school during severe weather. Lines must be kept clear for communication with the Board Office.**

## EMERGENCY FAMILY PLAN FOR INCLEMENT WEATHER

Please make alternate transportation plans and discuss these with your child before he/she comes to school. Children get confused and worried if they do not know plans ahead of time and then receive calls during the day with instructions different from their normal routine. Children learn better when they know from the start of the day what will happen at dismissal if there is a rain or snowstorm.

## EMERGENCY LPS TIP HOTLINE

If you are concerned that someone might do something hurtful to anyone in the district, you may call the Livonia Public Schools anonymous tip hot line at 734-744-2545.

## FIELD TRIPS

Teachers may arrange for students to take field trips throughout the year. Activities are designed to enrich or expand upon various classroom-learning experiences, and they are an integral part of the curriculum. All students are expected to participate. Parent chaperones may not bring his/her student's siblings on the field trip.

All parent chaperones must have a current approved I-Chat form on file prior to participation on a field trip.

Transportation will be by bus. In order to participate in a field trip, each child must have a permission slip signed by a parent or guardian. The child's teacher will send these permission forms home prior to the trip. It is the child's responsibility to take home and return the permission slip to school in a timely fashion, and by the date given, in order to participate on the field trip.

## FOOD ALLERGY

A food allergy is an immune system response to a food protein that the body mistakenly believes is harmful. When the individual eats food containing that protein, the immune system releases massive amounts of chemicals, triggering symptoms that can affect a person's breathing, gastrointestinal tract, skin, and/or heart.

Symptoms of food allergy can include hives; swelling of the lips, tongue, and face; shortness of breath; wheezing; abdominal pain; vomiting; and even cause heart failure. If left untreated, these symptoms can be deadly.

There are eight foods that account for 90 percent of allergic reactions: peanuts, tree nuts (walnuts, almonds, cashews, pistachios, pecans, etc.), fish, shellfish, eggs, milk, soy, and wheat.

Currently, there is no cure for food allergy. Avoidance of the food is the only way to prevent an allergic reaction. Children should never approach students who have known allergies with the items to which they are allergic. This can cause a life threatening reaction on the part of the child who is allergic. Any action of this nature is considered to be a very serious infraction, will not be tolerated and will be subject to disciplinary action.

### FOOD ALLERGY - BE A P.A.L. (PROTECT A LIFE)

P.A.L. is an awareness program designed by the Food Allergy and Anaphylaxis Network (FAAN) to educate children about how they can help their friends with food allergies avoid risks, and what to do in case of a reaction.

#### How to be a PAL:

1. Never take food allergies lightly.
2. Don't share food with friends.
3. Wash hands after eating.
4. Ask friends what they are allergic to and help them avoid it.
5. If a schoolmate with an allergy becomes ill, get help immediately!

## FORBIDDEN ARTICLES

Students will not bring forbidden articles to school such as tobacco, matches, lighters, caps, knives, laser pointers or other items of like nature. Students may never bring explosives, weapons, weapon look-alikes, or toy weapons of any kind to school. Glass containers are unsafe and should not be brought to school. **Electronic toys, games, or equipment are also not allowed.**

Students may not carry electronic communication devices such as pagers, hand-held computing devices or cellular phones, on school grounds or on the bus, except when approved by the principal.

## GOING HOME WITH ANOTHER STUDENT

If a child has permission to go to a friend's house after school, a note from the parents of **each student** involved must be sent to school. The written note documents permission and ensures safety without confusion. Teachers will send the notes to the office. It is very important that these social arrangements are a predetermined family responsibility. We do not allow students to call parents during the day to make social arrangements.

# GUM CHEWING

Gum chewing is not allowed anywhere in the building or on the school grounds.

# 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 the 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 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, pocket knife 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.



3. 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.

## HARASSMENT OF STUDENTS

The Board of Education will not tolerate harassment of students by fellow students or by any of its employees, vendors, contractors, or others doing business with the School District, visitors, invitees, guests, etc. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex, race, color, national origin, religion, height, weight, marital status or handicap constitutes harassment when:

- Submission to the conduct is made either an explicit or implicit condition of utilizing or benefiting from the services, activities or programs of the School District;
- Submission to or rejection of the conduct is used as the basis for a decision to exclude, expel or limit the harassed student, in the terms, conditions or privileges of the School District; or
- The harassment substantially interferes with the student's education; creates an intimidating, hostile or offensive educational environment; or it otherwise adversely affects a student's educational opportunities.

Any student who believes that he or she has suffered harassment shall report the incident(s) to the principal.

The School District guarantees that a student reporting incidents of harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes harassment, the totality of their circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The School District has the responsibility of investigating and resolving complaints of harassment.

The School District considers harassment on the basis of religion, race, color, national origin, age, sex, height, weight, marital status or handicap to be a major offense which will result in disciplinary action of the offender regardless of the offender's position at the School District.

# HEAD LICE

Parents are asked to report to the school any time they find head lice on their children in order for the school to take appropriate measures. Keeping the condition secretive can lead to more cases or reinfestation. Children will be examined upon return to school and must be free of lice. Head lice treatment information is available through the school office.

A letter will be sent home with all students in the classroom where head lice has been reported.

# HOMEWORK

Homework is designed to provide needed practice of the application of a skill or concept that has already been taught at school. It is important that the student understands the concept or skill before being required to practice it outside the classroom setting. Work not completed in the course of the day is to be taken home, completed, and returned the next day.

If your child is absent for one day, homework will be made-up when he/she returns. It is the child's responsibility to ask about any missed work.

If you are requesting homework due to an illness for two or more days, please make your request to the teacher via e-mail or phone. Homework that can be sent will be available at the end of the day. Please notify us if you would like to pick it up, or have it sent home with a sibling or another student.

## **WE STRONGLY DISCOURAGE VACATIONS DURING THE SCHOOL YEAR.**

If you must schedule a family vacation during school time, remember they are for family enjoyment. It is difficult for teachers to predict where they will be in the subject material when students return. When you return from your trip, your child(ren) should get their missing work from their teacher. They will be given ample time to complete it and the teacher will be able to assist the student if needed. If you must plan a family vacation when school is in session, please contact the teacher and the office with the dates you will be gone.

Please know that some homework may not be available due to the hands-on and participation activities that are a part of our instructional program. Some activities are not able to be made-up.

# IMMUNIZATION

State Public Health Code (Act No. 368, Public Acts of 1978), requires inoculations and immunizations of students. No student shall be admitted to any public elementary school, operating in Wayne County, without written certification from a licensed physician or authorized representative of a state or local health department that the child has received all required immunizations, or is in the process of receiving immunizations.

## EXEMPTIONS ARE:

1. When a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.
2. If a parent, guardian, or person in loco parentis of the child presents a written statement to the building principal stating that the immunization requirements cannot be met because of religious convictions or other objections to immunizations.

# LIABILITY

Livonia Public Schools does not accept liability for items brought to school that are lost, stolen, or damaged.

# LIBRARY/MEDIA CENTER

Each student will be provided the opportunity to use instructional materials found within the Library/Media Center. Each student will be expected to follow rules established by the media specialist and to be responsible for the maintenance of materials in their possession. Parents will be expected to pay for the replacement of lost books or other material.

# LOST AND FOUND

Articles found on the school grounds or in the building will be placed in the "lost and found." Money, jewelry, etc., will be kept in the office. **PLEASE LABEL YOUR CHILD'S CLOTHING AND POSSESSIONS.** Unclaimed items may be periodically donated to charity.

# LUNCH

If a student stays for lunch, he/she may either bring a packed lunch and purchase milk, or he/she may purchase a complete hot lunch. All children remaining at school during the lunch period are to remain on the school premises.

## LUNCHES (FREE OR REDUCED)

Children may qualify for free or reduced-priced meals and/or free milk if the total income, including welfare payments, unemployment compensation, and sub-pay benefits fall within the prescribed family income guidelines.

Any parent interested in applying for these services may do so by picking up an application form from the office.

The money/check (payable to Livonia Public Schools) should be put in an envelope with the student's name, teacher name and grade when purchasing pre paid lunches.

## GOING HOME FOR LUNCH

Please send a permission note to your child's teacher if your child will go home for lunch. One letter for the year is fine, but please let us know if there is a change. The teacher and office will keep this permission note on file. If your child will only be going home occasionally, please send a note that day. It is very important that we know each child's whereabouts at all times.

## LUNCHROOM BEHAVIOR

Lunch time is an enjoyable, social time when students use their manners and follow lunch time rules.

1. Students walk to lunch and wait using quiet voices if there is a line.
2. Students sit at the table assigned to their class or grade.
3. Students talk quietly in the lunchroom. Screaming, yelling, and whistling are unacceptable behaviors.
4. Students walk within the lunchroom. Running is unsafe.
5. Students remain seated throughout lunch. If you need something, please raise your hand and a supervising adult will help you.
6. Throwing food, popping bags or other disruptive behavior is unacceptable.
7. Students always keep hands, feet, food and trays to themselves.
8. For safety, students always sit with their feet on the floor. Students may not kneel, sit on their feet, or stand on the lunch benches.
9. All students clean the eating area before the table is dismissed. Everyone helps!
10. Children going outside for recess are to exit only through designated doors. The students are to proceed to the playground areas or to their classrooms. No one should be in front of the school for supervision and safety purposes.
11. Students are respectful to all supervising adults and follow directions.
12. Students follow school rules and are courteous to their classmates.

# 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 kindergarteners and new students entering the district and will remain on file throughout the student's educational years at the elementary level. A new form will be completed upon entrance to the secondary level.

## MEDICATION

A school administrator, teacher or other school employee designated by the school administration may administer medication to a student only in the presence of another adult, pursuant to written permission of the student's parents or guardian and only in compliance with the written instructions of a physician.

1. It will be an ongoing objective to promote cooperation between the home and Livonia Public Schools concerning student medication. While medications may be necessary and may be prescribed at intervals during the day, whenever possible, the medication should be adjusted to avoid the necessity of administration during school hours.
2. An authorization form is to be completed by the student's physician and parent or guardian and returned to the building principal before administration of medication by school personnel occurs. The authorization form may be picked up at the school office.
3. It will be the student's responsibility to make contact with the designated staff member for the administration of medication unless other arrangements have been agreed to by a school administrator.
4. "As needed" medication requires a physician's statement specifying dosage limits.
5. All medications to be administered at school must be in an appropriately labeled container. **(Must specify student name, medication name, and dosage to be given.)**
6. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.
7. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. The parent or guardian is requested to contact the building principal to make arrangements as necessary.
8. All medications which are brought to school must immediately be turned in to the school office. Never send medication in your child's backpack or in your child's lunch.
9. Individual exceptions to these procedures must be approved by the building administrator.

## MONEY AND OTHER VALUABLES

If money is being sent to school, parents should realize the responsibility the child would have. It would be wise to:

1. Place the money in an envelope.
2. Include a note inside, stating reason for the money being sent.

3. Place teacher's name and child's name on outside of the envelope.

We discourage parents from allowing children to bring amounts of more than \$3 to school. However, we do realize there may be a special occasion such as a field trip that may require sums greater than \$3.

## MOVING

Please notify the office if you will be moving/transferring from the our school attendance area. Upon receipt of an official request for records from your child's new school, the secretary will forward your child's CA-90 and all applicable records.

## PARENT/TEACHER CONFERENCES

Regularly scheduled parent/teacher conferences are held in the fall of each school year. These conferences are by appointment and parents will be notified well in advance of their appointment. We hope parents will make a special effort to come, as a conference with a child's teacher is of great importance to the child, and helpful to both the parent and teacher. Since conference dates are set annually, please check the school calendar every fall for the schedule of conference dates.

The school staff welcomes additional conferences. Arrangements can be made by calling or stopping in at the school office. Please make appointments with teachers for any special conference in advance by calling the school office or writing a note to the teacher. The principal may be called upon at any time to assist parents with problems.

Report cards are also used to communicate student progress. These are sent home four times a year.

## PARENT VISITS TO CLASSROOMS

Parents are welcome to visit a class in session.

According to Board Policy Section KM: Visits to classrooms by parents and other citizens must have the approval of the building principal and should be arranged in advance and must not disrupt the educational process.

Please contact the teacher prior to your visit to avoid conflicts in the class schedule. The principal will confirm your visit request with the teacher prior to authorizing the classroom visit.

If you would like a conference with your child's teacher, it is best to schedule a meeting so proper preparations can be made.

## PHYSICAL EDUCATION SHOE POLICY

All students are required to wear gym shoes during physical education. No other shoe with a rubber sole or any other composition sole will serve as a substitute for gym shoes. Students should keep shoes in school. For the safety of our students, jewelry should be removed before physical education class.

**PLEASE NOTE:** Only gym shoes with non-marking soles may be worn.

## PLAYGROUND/RECESS RULES

### PLAYGROUND RULES

Recess is an important part of the instructional program & your child's day. All students should participate in a manner appropriate to their needs and abilities.

Parents/guardians may request an exclusion from recess for up to three consecutive days for a given illness or injury. Extension beyond this time requires a physician's request, including a reference to cause and possible duration. Specific exceptions to this policy will be considered on an individual basis.

All children are expected to respect the authority and directions of the adults on duty. Students must make contact with the adult on duty for any problem, even if a problem occurs on the playground after the bell rings. Our behavior intervention rubric will be utilized in the determination of consequences for poor behavior choices.

The playground is supervised according to the guidelines developed by the Livonia Public School District.

### GENERAL RECESS RULES

- \*Bullying of other students will not be tolerated.
- \*Include others in your play or game.
- \*No fighting - real or "play" fighting.
- \*Keep hands and feet to self. No pushing, shoving, chicken fighting, wrestling or piggyback games.
- \*Students will use appropriate language.
- \*No throwing of any objects, which may injure another child such as stone, sticks and snowballs.
- \*Hardballs and tackle games are not allowed.
- \*Children may enter building only with permission.

\*Children must line up immediately when the bell rings or whistle blows.

\*All accidents must be reported immediately to a person on duty.

**Note: These guidelines are not all inclusive, and students are expected to follow the behavior expectations set by the teachers and principal.**

## REPORT CARDS

Evaluating a child's work in school is one of the most important tasks of the teacher. In the Livonia elementary schools there are four reporting periods each year. The written reports given need not be returned. Parent- teacher conferences are held in November. Everyone looks at the progress and sets positive goals for continuous achievement.

## RETURNING AFTER SCHOOL

In the rare occasion that a student forgets his/her materials at school, he/she may return to the school office only until 4:30 p.m. The principal or custodian will escort the student to the room. Students are not allowed to go directly to the room. Rooms will not be opened after 4:30 p.m. The only exception to this rule is to retrieve health related items, such as eyeglasses or retainers.

## ROLLER BLADES

Bike riding & rollerblading/in-line skating are prohibited on school property during school hours and when school activities are occurring.

**Roller Blades:** If students skate to school with roller blades, they must change from the roller blades to shoes in their class line. Roller blades may not be worn inside the building. Extreme caution must be used when crossing streets and skating on the school grounds. Students must be aware that there is no secure spot to store their roller blades during the day other than the backpack area in the hall. Students bring roller blades to school at their own risk.

Students will not be allowed to use roller blades or bikes if they violate these rules.

## SCHOOL AGE CHILD CARE (SACC)

**S.A.C.C.** offers before and after school age child care to parents. The program offers many activities and fun lunches, as well as a safe and warm environment. The hours are from 7:00-8:55 a.m. and 3:58-6:00 p.m. For more information please call 744-2813.



# SAFETY COMING TO AND GOING HOME FROM SCHOOL

Children walking to school should stay on sidewalks, walk in groups and not arrive at school prior to 8:45 a.m.

Please remind all children to NOT talk to strangers or take gifts or rides from them. All suspicious strangers should be reported to the police and school. School rule infractions to and from school are subject to school discipline procedures.

## Student Arrival and Departure

1. If your child walks to school, he/she should not arrive more than 10 minutes before the start of the school day. Upon arrival each child should report to the proper classroom door. Children are not allowed to play on the playground equipment before school, as there is no adult supervision. If a student arrives at school after the start of the school day, he/she is to enter the front door, report to the school office, and sign in before entering his/her classroom. The child will also need to indicate whether he/she is ordering hot lunch.
2. All students should be out of the building and on their way home no later than 10 minutes after school is out. Parents should encourage their child to leave the school grounds at the end of the school day, and go directly home.
3. Parents who must pick up a child during the instructional day must check in at the office and inform the secretary, and then formally sign their child out of the building. It is desirable that a note be sent to the school that day, informing the teacher of the early dismissal. Children will not be allowed to leave school with anyone but their own parents, or identified adult on the emergency card, unless the office has been notified. Proper identification must be presented, to insure the child is being released to the proper person. No child will be allowed to leave school alone except at regular dismissal time.
4. Students who are not going to their own homes at dismissal are to bring a note from home to that effect. **If a child plans to go to the home of another student, both children must bring a note from their parents, including where they are going and permission to walk home or ride a different bus.** A copy of the notes will be kept in the office.
5. Should an emergency situation arise, the following procedures will occur. During a tornado warning or severe weather:
  - A. Children will not be dismissed from school. Children will be taken to appropriate shelter areas for safety until the "all clear" is received. If a tornado warning occurs at the end of the day, children will be held in school until the "all clear" is received.
  - B. Please do not attempt to take a child out of school during a tornado warning. This is for their safety as well as yours.
  - C. Avoid telephoning the school during severe weather alerts. Lines must be kept clear for communication with the Board Office.

# SERVICE SQUAD

Students, preferably fourth graders, volunteer their time to work in a given area of the school determined by the staff. Their service obligations may include working in the office during lunch, helping in the lunch room or playground, helping in the library, art and music rooms or assisting with indoor recess in lower elementary classes. Service squad students make a commitment to keep up with their assignments and model exemplary behavior.

# STUDENT INSURANCE

**Please be aware that the Livonia Public Schools do not insure students for accidental injuries during the school year. The personal insurance of the parent or guardian is assumed to cover any and all medical treatments for such injuries.**

If needed, reasonably priced student insurance is available on an optional basis. Application forms and brochures are available in the school office or at the Board of Education office during the school year.

# STUDENT PLANNERS

Students in grades two through four use student planners. The planner formats vary and are designed to meet the developmental needs of students in the different grades.

Students have specific responsibilities for using their planner. Parents are partners in the student planner program. Parents are asked to review the planner with their child each day. The planners are incorporated as part of Hoover's plan to increase students' responsibility for their learning and their academic success.

# SUSPECTED ABUSE OR NEGLECT OF CHILDREN

Michigan law requires mandated reporters having reasonable cause to suspect that a student has been physically or emotionally abused or neglected to **IMMEDIATELY REPORT** this to the Department of Health & Human Services. The law stipulates that staff members are not to conduct an investigation or determine reliability of the reasonable cause. After reporting the suspicion, no assumptions are made about the situation. The Department of Health & Human

Services handles the investigation. The contact number for this reporting can be found on the first page of this handbook.

In addition, parents/guardians may report any suspected neglect or abuse they feel may be happening to a child in the neighborhood by calling the Department of Health & Human Services. All referrals are handled confidentially.

## TELEPHONES

### TELEPHONE SYSTEM WITH VOICE MAIL

After reaching the main number, parents can directly dial a teacher's voice mailbox to leave a message. Although there is a telephone in each classroom, telephones will not ring in the classroom during the day. Parents may leave a message for the teacher to retrieve at another time. Parents may also call the office number and leave a message for a teacher. Please direct all emergency communication to the office.

### TELEPHONE USE BY STUDENTS

One of our goals focuses on improving students' responsibility for their learning and social behavior. When a student forgets an item from home, they have an opportunity to learn from natural consequences.

Students may not use the school office phone to call home for:

- Homework
- Library books
- Permission to go to a friend's house
- Shoes
- Lunches or lunch money (*In the case of a forgotten lunch, no child will be expected to go without a meal. A complimentary substitute lunch will be provided for your child by the lunch supervisor as a courtesy should he/she forget lunch or lunch money for the day.*)

## TOBACCO-FREE SCHOOLS

Livonia Public Schools is smoke-free under a law banning the use of tobacco on school property.

The smoking ban applies to all buildings, parking lots, grounds, and all property owned or leased by the School District. Under the law, adults may only smoke out of doors on school grounds (not inside facilities) either: (a) on weekends, holidays, and other-than school days; or (b) after 6:00 p.m. on days in which school is in session.

# VISITORS

We care about our students and value their safety. Parents and other visitors are welcome in our school. For the protection of the health, safety, and welfare of the students, **all visitors shall first report to the school office for visitation approval and sign in. All visitors will receive a visitor's badge that must be visibly worn at all times.** There are no exceptions to this guideline for the safety of the children entrusted to us.

Visits to classrooms by parents and other citizens must have the approval from the teacher and the building principal. Visits are to be arranged in advance and must not disrupt the educational process.

Parents who wish to talk with a teacher should call and make an appointment for before or after school. We will be happy to arrange a time to meet with you.

## DISTRICT POLICIES AND GUIDELINES CODE OF CONDUCT

It is the aim of the Board of Education, administration, and instructional staff to promote, through its policies and regulations, the highest possible standard of conduct and atmosphere for good instruction. It is earnestly desired to have high standards of conduct, behavior, and school achievement. Development of good habits in citizenship and conduct as individuals requires a consistent, calm atmosphere which will promote the individual and group learning process.

1. Students shall be held strictly responsible at all times for diligent application to school work and the development of efficient study habits.
2. Students shall show proper respect at all times to other students, staff members, school visitors, and adult volunteers. Both students and staff members have an obligation to maintain at all times conditions which will promote the proper atmosphere for learning and the carrying on of other school activities.
3. Malicious destruction of school property must result in the replacement or repair of property or payment for the damages by the student and his/her parents or guardian.

4. Students shall help keep the school grounds and property clean at all times.

## **I. 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 which 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 or 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 threat; 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 or 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**

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

#### **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 supervisory 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,” as used in this policy and in Section 1311a (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 or 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 deliver 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

**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, and other acts of misconduct, while the student was enrolled in another district.

If 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 a 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 ten (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 or 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/her 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 decision 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.

If the hearing officer's decision imposes a suspension of twenty (20) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes a suspension in excess of twenty (20) school days or recommends expulsion, the student and/or his/her parents or guardian may appeal the hearing officer's decision to the Board of Education.

The hearing officer may amend the principal's charges upon motion of the principal or amend the charges upon his/her own motion to conform

to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that imposed or recommended by the principal. The hearing officer should not merely substitute his/her judgment for that of the principal's judgment.

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 on 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 him/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 contact your child's principal.

**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 the director coordinating the hearing. Adjournments which are granted may result in the continued suspension of the student.

**Transcript of Hearing:** Either a tape-recorded 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 a timely appeal and acceptance for a hearing, the superintendent's office will notify the guardian or parent and student of the date, time and location of the hearing before the Board of Education and the procedures to be followed in the Board hearing.

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 on the basis of sex with respect to employment in educational programs and activities operated by school districts subject thereto.

On property owned or leased by the School District. Under the law, adults may only smoke out of doors on school grounds (not inside facilities) either: (a) on weekends, holidays, and other-than school days; or (b) after 6:00 p.m. on days in which school is in session.

## **BOARD POLICY**

**JCEC**

### **STUDENTS**

#### **BULLYING PREVENTION**

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 that is intended or that a reasonable person would know is likely to harm 1 or more students either directly or indirectly by doing any of the following:



- a. Substantially interfering with education opportunities, benefits, or programs of 1 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; or
- 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.

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.