



Stottlemyer
Early Childhood Center

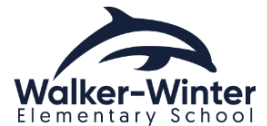


Wayne-Westland
COMMUNITY SCHOOLS

2022-2023 District Handbook and Student Code of Conduct



Hicks
Elementary



Wildwood



Elementary



Adams
Middle School

Franklin



Middle School



Stevenson
Middle School

JOHN GLENN



HIGH SCHOOL

**WAYNE
MEMORIAL**



HIGH SCHOOL



WILLIAM D. FORD CAREER-TECHNICAL CENTER

CAREER • TECH



WAYNE-WESTLAND
INNOVATIVE ACADEMY

Dear Parents and Students

Welcome to the 2022-2023 school year!

We are happy that you have chosen to be part of Wayne-Westland Community Schools. The year ahead will be filled with countless learning opportunities in which your students will be challenged in all subjects, preparing them to think critically and communicate effectively.

The purpose of this handbook is to familiarize you with Wayne-Westland Community Schools and give a brief overview of some of the expectations, School Board policies and procedures. If you have additional questions that are not answered in this handbook, please call the school your child attends for clarification.

We recognize that student success is largely a product of consistent attendance. This year, our goal is to ensure that all students attend school on a daily basis, arriving on time and remaining in class until the end of the school day. In order to achieve this goal, we know that we need the support of all parents. The partnership between school and parents is vital in the success of our students. Please help us in this partnership by being active in the buildings by attending school functions and parent-teacher conferences, and also keeping open lines of communication.

On behalf of the Wayne-Westland Community School District, we wish you and your child(ren) a challenging and wonderful school year.

Sincerely,

The Wayne-Westland Administrative Staff

John Glenn High School**(734) 419-2300**

Mr. Eric McCalla, Principal
 Mr. Nick James, Assistant Principal
 Dr. Mary Jenkins-Williams, Assistant Principal
 Mr. Charles Sorentino, Assistant Principal
 Mr. Jason Malloy, Athletic Director

Wayne Memorial High School**(734) 419-2200**

Mr. Corey Gildersleeve, Principal
 Mrs. Diane Green, Assistant Principal,
 Mr. Don Loomis, Assistant Principal
 Ms. Amanda Rawsby, Assistant Principal
 Mr. Scott Kazmierski, Athletic Director

Wayne-Westland Innovative Academy**(734) 419-2375**

Mr. Kente Rosser, Principal

William D. Ford Career Technical Center**(734) 419-2100**

Mrs. JaCinda Sumara, Principal
 Mr. Daniel Calhoun, Assistant Principal

Adams Middle School**(734) 419-2375**

Mrs. Erin Eaton, Principal
 Mrs. Stacie Bukosky, Assistant Principal

Franklin Middle School**(734) 419-2400**

Mrs. Deena Pringle, Principal
 Mrs. Marva Foster, Assistant Principal

Stevenson Middle School**(734) 419-2350**

Mrs. Kim Doman, Principal
 Ms. Annie Phillips, Assistant Principal

Edison Elementary School**(734) 419-2600**

Mr. Bennett Tyler, Principal

Elliott Elementary School**(734) 419-2610**

Mrs. Andrea Griffin, Principal

Hamilton Elementary School**(734) 419-2650**

Mrs. Kelley Michels, Principal
 Mr. Joe Layne, Assistant Principal

Hicks Elementary School**(734) 419-2660**

Mrs. Amy Gee, Principal
 Ms. Jana Babayak, Assistant Principal

Graham Elementary School**(734) 419-2620**

Mrs. Lisa Sheppard, Principal

Roosevelt-McGrath Elementary School**(734) 419-2720**

Mr. Mark Watson, Principal

Schweitzer Elementary School**(734) 419-2750**

Mrs. Kristen Brickey, Principal

Taft-Galloway Elementary School**(734) 419-2760**

Mr. Brandon Cox, Principal

Walker-Winter Elementary School**(734) 419-2780**

Mrs. Julie Mytych, Principal

Wildwood Elementary School**(734) 419-2790**

Mrs. Chris Swanson, Principal

Stottlemeyer Early Childhood Center**734 419-2630**

Dr. Kelly Anderson, Principal

SCHOOL CALENDAR 2022-2023

August

29 - First Day of School (Half Day K-5 Students Only)

September

02 - No School (Labor Day Recess)

05 - No School (Labor Day Recess)

28 - No School (All Students) - Professional Development

October

11 - Middle School Conferences (5 p.m. to 8 p.m.)

12 - Middle School Conferences (3:10 p.m. to 6:10 p.m.)

High School, CTE Conferences (5 p.m. to 8 p.m.)

13 - High School, CTE Conferences (2:30 p.m. to 5:30 p.m.)

28 - Records Day MS (No School PM Grades 6-8)

31 - Teacher Planning K-5 p.m.

November

08 - No School (All Students) - Professional Development

23 - Half Day (All Students) - Professional Development

24-25 - No School (Thanksgiving Recess)

December

06 - K-5 Conferences

08 - K-5 Conferences

05-09 - Evening Conferences K-5

26-31 - No School (Winter Recess)

January

1-6 - No School (Winter Recess)

11 - Half Day (High School Students Only)

12 - Half Day (6-12 Students Only)

13 - Half Day (All Students)

16 - No School (Dr. Martin Luther King Jr. Day)

February

20-24 - No School (Mid-Winter Recess)

March

9 - Kindergarten Kickstart

Records Day Elementary (No School PM Grades K-5)

Mar 27-31 - No School (Spring Recess)

April

05 - Records Day MS (No School PM Grades 6-8)

07 - No School (Good Friday)

May

03 - Half Day (All Students) - Professional Development

26 - Half Day K-12 No School PM

29 - No School (Memorial Day Recess)

June

07 - Half Day (High School Students Only)

08 - Half Day (All Students)

09 - Half Day (All Students) - Last Day of School

Wayne-Westland Community Schools Board of Education

David Cox, Board President
 John Albrecht, Board Vice President
 Melandie Hines, Board Secretary
 Kimberly R. May, Board Treasurer
 Tom Buckalew, Board Trustee
 Mark Neal, Board Trustee
 Frederick Weaver, Th.D., Board Trustee

John Dignan, Ed.D., Superintendent of Schools

Wayne-Westland Community Schools does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including inquiries regarding non-discrimination policies: Title II Coordinator: Kim Markey; Title VI Coordinator: John Besek; Title VII Coordinator: Dr. Alex Ofili; Title IX Coordinators: Dr. Alex Ofili; John Besek; Section 504 Coordinator: John Besek. All complaints may be addressed to 36745 Marquette St., Westland, MI 48185.

MISSION STATEMENT

The Wayne-Westland Community Schools, in cooperation with parents and the community, will educate and prepare all of our students to be knowledgeable, responsible, contributing members of a global society.

BELIEF STATEMENT

The Wayne-Westland Community School District has at its foundation the belief that the function of the schools is to provide a comprehensive educational program which will enable students to meet current and future challenges. The district promotes high expectations for success, assures quality and equity for all students and has a commitment to the development of each student's potential. In cooperation with the home and community, the district will strive to prepare students for life's diverse roles in our democratic society.

STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES

Students and parents have the following rights and responsibilities regarding the Handbook.

Rights

1. To be educated in a healthy and safe environment.
2. To participate in the educational process in a climate that is free from fear, harassment, intimidation, disruption and violence.
3. To expect that school rules will be enforced in a consistent, fair and reasonable manner.
4. To have access to review the student's cumulative records. (Students under 18 may participate in such a conference; those 18 and above may request a conference without their parents being present.)
5. To expect that school staff will investigate reports of any infringement upon student and parent rights and respond in a timely manner.
6. To make up all work missed due to an absence or suspension.
7. To request an educational conference with school personnel.
8. To present complaints, incidents, problems, grievances, or petitions to the principal and to receive an initial response within three (3) school days after receipt of same by the principal.
9. To receive accommodations for health issues and concerns, especially for students with chronic health conditions (i.e. medications, wellness checks, and interventions).
10. To respect self and others, as well as district and community property.
11. To respect school rules and participate in discipline.

Responsibilities

1. To respect self and others, as well as district and community property.
2. To respect school rules and participate in discipline proceedings when appropriate.
3. To schedule an appointment to review records at a mutually acceptable time.
4. To report any violation of student/parent rights to school staff.
5. To make up work resulting from an absence or suspension.
6. To participate in an educational conference with school personnel.
7. To pursue grievances through established procedures.
8. To adhere to the guidelines regarding when to keep a sick child home.
9. To provide medication information to the school offices (i.e. the school nurse) including medical documentation of need for accommodations. (It is important that a completed and signed Authorization of Medication at school form for prescription medication or a completed and signed Over the Counter medication form is provided to the school).
10. To provide workable emergency phone numbers and reliable emergency contacts for student emergencies.

EXPECTATIONS

Student Expectation

Wayne-Westland Community Schools students are expected to follow all rules established inside their classrooms as well as following the Student Code of Conduct of the Wayne-Westland Community School District. Students are expected to exhibit high standards of behavior at all times while in the building, on school property, and to and from school. Any and all issues of discipline that are referred to the office will be dealt with in accordance with the Wayne-Westland Community Schools Code of Conduct.

Parental Expectation

The most important experience that your child will have at this time will be the education he/she acquires at Wayne-Westland Community Schools. As the parent/guardian, you have an important responsibility to see that this experience is a meaningful one. It is extremely important that you become familiar with our services, as well as, the policies and regulations that govern the district. The staff at Wayne-Westland Community Schools believes the ultimate responsibility for a student's behavior rests with his/her parents or guardians. Therefore, the staff anticipates that parents or guardians will be concerned and cooperative in dealing with any behavioral problems that may arise and expects that this concern and cooperation will be made apparent to their son/daughter.

District Expectation

Maintaining consistent and appropriate discipline is a key factor in a high achieving district. Wayne-Westland Community Schools have high expectations in terms of student behavior. The district operates under the umbrella of the Wayne-Westland Student Code of Conduct handbook. Our goal is to promote positive behaviors in students. We will teach and model for students what responsible, respectful and safe behaviors look like and expect that they model those same behaviors.

NON-DISCRIMINATION POLICY

Wayne-Westland Community Schools does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including inquiries regarding non-discrimination policies: Title II Coordinator: Kim Markey; Title VI Coordinator: John Besek; Title VII Coordinator: Dr. Alex Ofili; Title IX Coordinators: Dr. Alex Ofili; John Besek; Section 504 Coordinator: John Besek. All complaints may be addressed to 36745 Marquette St., Westland, MI 48185.

In General

Illegal discrimination and harassment of students are prohibited by federal and Michigan laws. This policy is intended to promote compliance with these legal obligations. This policy is also intended to establish a procedure for students and employees to follow when illegal discrimination or harassment has been alleged or has occurred. This policy is not intended, and should not be construed, to expand the liability of the district, district employees or students for illegal discrimination or harassment. Prohibited Acts District employees, other persons associated with the district and students are prohibited from discriminating against students on the basis of race, color, national origin, gender, religion, age, height, weight, marital status or disability. District employees, other persons associated with the district and students are also prohibited from harassing students on the basis of race, color, national origin, gender, religion, age, height, weight, marital status or disability. Prohibited harassment occurs when a student is

subjected to unwelcome statements or behaviors related to his or her race, color, national origin, gender, religion, age, height, weight, marital status or disability and:

- Submission to the statements or behaviors is a condition of utilizing or benefiting from district services, activities, benefits, privileges or programs;
- Submission to or rejection of the statements or behaviors is used as a basis for a decision to limit or prevent the student's access to district services, activities, benefits, privileges or programs; or,
- The statements or behaviors substantially interfere with the student's education to the extent he or she is effectively denied access to district services, activities, benefits, privileges or programs.

Grievance Procedure

Any student who believes he or she has been subjected to prohibited discrimination or harassment is required to report the allegation to his or her principal or assistant principal. Alternatively, if the student believes his or her principal or assistant principal has engaged in prohibited discrimination or harassment, he or she is required to report the allegation to a trusted counselor or teacher. Any district employee who receives an allegation of prohibited discrimination or harassment from a student is required to immediately report the allegation to the district's Director(s) of Student Services.

The district's Director(s) of Student Services, or his or her designee, upon receiving a report of prohibited discrimination or harassment, is required to promptly conduct and complete an investigation. The nature of the investigation will depend on the allegation. However, the investigation will typically include: obtaining a complete written statement of the student's allegation; obtaining any evidence Supporting the allegation, such as witness interviews, documents or other physical evidence; interviewing the alleged perpetrator; and, obtaining any evidence Supporting the perpetrator's response to the allegation. The district's Director(s) of Student Services, or his or her designee, after completing the investigation, will reach a conclusion whether the student was subjected to prohibited discrimination or harassment. The district's Director(s) of Student Services may also conclude that, based on the evidence, he or she is unable to reach such a conclusion. If prohibited discrimination or harassment has occurred, the district's Director(s) of Student Services, in consultation with the district's Superintendent, will take the remedial action he or she deems reasonable and appropriate to prevent the recurrence of prohibited discrimination or harassment and, if appropriate, impose sanctions against the perpetrator. When prohibited discrimination or harassment has not occurred or the district's Director(s) of Student Services is unable to reach a conclusion based on the evidence, he or she, in consultation with the district's Superintendent, may take reasonable steps to address the complaining student's legitimate concerns. The district's Director(s) of Student Services will promptly communicate his or her conclusions to the student and the alleged perpetrator and will, in addition, communicate this policy's prohibition against retaliation.

Prohibition Against Retaliation

The district prohibits retaliation against any student who has, in good faith, reported an allegation of prohibited discrimination or harassment. Students are required to immediately report allegations of

retaliation as set forth above. Similarly, reports of retaliation will be investigated and disposed of as set forth above.

Confidentiality

The objectives of this policy are met best by maintaining the confidentiality of allegations of violations of this policy; as well as the notes, papers and reports obtained or produced of the district's Director(s) of Student Services in the course of his or her activities pursuant to this policy. Therefore, the district will maintain the confidentiality of such allegations and notes, papers and reports to the maximum extent permitted by law.

Notification

The district will notify all district employees, parents and students of this policy. This policy will also be posted or otherwise published as required by law.

The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

Director of Elementary Student Services
Director of Secondary Student Services
Wayne-Westland Community Schools
36745 Marquette
Westland, MI 48185
(734-419-2083)

SCHOOL HOURS

High Schools (John Glenn and Wayne Memorial)

Full Day: 7:10 am - 2:00 pm

AM Half Day: 7:10 am - 10:20 am

Final Exam Schedule:

Semester 1	January 19, 2022	1st and 2nd Hours	1st-7:10-8:40am 2nd-8:48-10:18am
	January 20, 2022	3rd and 4th Hours	3rd-7:10-8:40am 4th-8:48-10:18am
	January 21, 2022	5th and 6th Hours	5th-7:10-8:40am 6th-8:48-10:18am
Semester 2	June 7, 2023	1st and 2nd Hours	1st-7:10:10-8:40am 2nd-8:48-10:18am
	June 8, 2023	3rd and 4th Hours	3rd-7:10-8:40am 4th-8:48-10:18am
	June 9, 2023	5th and 6th Hours	5th-7:10-8:40am 6th-8:48-10:18am

Wayne Westland Innovative Academy

Full Day: 7:50 am - 2:40 pm

AM Half Day: 7:50 am - 11:00 am

Middle Schools

Full Day: 7:50 am - 2:40 pm

AM Half Day: 7:50 am - 11:00 am

Early Start Elementary Schools (Elliott, Roosevelt, Schweitzer)

Full Day: 8:30 am - 3:20 pm

AM Half Day: 8:30 am - 11:40 am

Late Start Elementary Schools (Edison, Graham, Hamilton, Hicks, Taft, Walker, Wildwood)

Full Day: 9:10 am - 4:00 pm

AM Half Day: 9:10 am - 12:20 pm

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Wayne County Health Department.

STUDENT DRESS CODE

The style and manner in which a student dresses while he/she attends school shall be the responsibility of his/her parents. Parental discretion shall be the major criteria for student dress.

The District, however, maintains the right to impose reasonable restrictions on dress for the following reasons:

- If the style of dress or grooming is disruptive to the educational process or is detrimental to the health, safety, or welfare of the student or other students with whom he/she attends school.

Students, together with their parents, have the responsibility to dress and groom themselves in a manner appropriate for school. Principals have the responsibility and right to interpret this dress code in a consistent, fair and reasonable manner.

This list is not exhaustive and includes, but is not limited to:

1. Safe footwear must be worn at all times.
2. Clothing for school will cover the shoulders to mid-thigh.
3. Sunglasses are not to be worn inside the building.
4. Pajamas, slippers, underwear that is exposed, halter-tops, bare midriffs, bare sides, sheer articles of clothing, low cut tops or skirts/shorts that do not reach below one's fingertips, and t-shirts with drug or alcohol literature are examples of clothing not permitted.
5. Clothing, jewelry or accessories that denote membership in a group which advocates drug use, violence, or disruptive behavior or that promote inappropriate or illegal behavior, indicate profanity or unacceptable language/double meanings, are not to be worn.
6. Wallet chains and other forms of chains over 6 inches in length are not permitted nor are spiked jewelry.

The Principal of any building may authorize deviations from this Student Code of Conduct and applicable administrative regulations by obtaining advance written approval from the School District's Assistant Superintendent. No such deviation will be effective unless it is communicated to building parents and students in writing.

ATTENDANCE POLICY AND REGULATION

The Board of Education believes that attendance is a key factor in student achievement and that any absences from school represent an educational loss to the student. Regular and punctual patterns of attendance shall be expected of each student enrolled in Wayne-Westland Community Schools.

While it is recognized that absence from school is necessary under certain conditions, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardies to a minimum.

Student attendance at school is basically the responsibility of the parent/guardian and student. In order for parents/guardians to fulfill their responsibility, the school must keep them informed of student absences and attendance patterns.

An adequate and comprehensive system of attendance records shall be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in his/her classroom. The principal shall be accountable for ensuring the accuracy of all attendance records for his/her building.

Absences, even though verified by the parent/guardian, which are excessive and/or interfere with the student's educational program, will be investigated by school district personnel.

All students shall have the opportunity to make up schoolwork missed due to absences.

However, it shall be the student's responsibility to secure the assignments and return it within the time agreed upon with each teacher.

Attendance Guidelines

Wayne Westland Community Schools recognizes that a student may have circumstances (doctor appointments, illness, and the like) that may cause him/her to miss school. However, Wayne Westland Community Schools views ten days (10) or more absences for elementary and ten (10) absences from a class period at the secondary level, excused or unexcused absences as excessive and therefore has established the following guidelines:

1. The attendance rules and regulations require a procedure for involving parents or guardians in the validation of the student's absence. Under this attendance practice, the parent or guardian is required to call the school to verify the student's absence within 24 hours, or the attendance will be recorded as an unexcused absence. Students may be required to provide documentation from the doctor office, urgent care, clinic, hospital or court official certifying the reason for the absence. This procedure applies to all students in Wayne Westland Community Schools.

2. A student who misses 25% of the class period or session is considered to be absent.
3. Students will receive a tardy if they arrive after the official start time of class indicated by the bell. Once the student has missed 25% of the class time they will be marked absent.
4. Students who leave 15 minutes before the conclusion of class at the secondary level and 45 minutes before the conclusion of the session at the elementary level will be recorded as absent.
5. All school related activities that take a student out of class/school will be considered a school related absence under these guidelines and will not count towards the students ten (10) absences. School sponsored activities will be approved by building administrators.
6. A letter will be issued to the address on the students profile when the student reaches 10, 15, and 20 absences. A meeting may be scheduled between a building representative and parent/student/adult advocate.
7. When a student reaches 25 absences they will be referred to the school resource officer and/or the Wayne County prosecutor's office for truancy.
8. If a student reaches 10 tardies in a class this will trigger the early warning system.

Definition/Terms

1. Excused Absence: An excused absence must be verified by the parent or guardian. All absences must be excused within 24 hours of the student's absence. A student missing 25% of the period or session for any of the following reasons will be counted as absent and documented as excused. Excused absences are:
 - a. Doctor appointments-documentation may be required
 - b. Student illness verified by parent/guardian
 - c. Court
 - d. Funeral
 - i. Written documentation may be required from medical professional or authority/representative governing the absence
2. Unexcused absence: And unexcused absence is an absence that does not fit the above requirements. A student arriving late and missing 25% or more of the period or session without an approved excuse will be counted as absent and the absence will be documented as an unexcused absence. The following include but are not limited to these examples of unexcused absences:
 - a. Oversleeping
 - b. Personal business
 - c. Missing the bus
 - d. No transportation
 - e. Work (parent or student)
 - f. Child care
 - g. Car trouble

- h. Skipping
 - i. Birthday
 - j. Hair appointments
 - k. Vacation
3. Tardies: A student will be documented as tardy if they arrive when more than 75% of the period or session remains. A student is considered tardy if they are not present in their assigned class/area when the bell signifying the start of that class or session sounds.
 4. Truant: A student is considered truant when they have accrued ten (10) or more excused or unexcused absences per class period.

Emergency Release

An individual student may be released from school in an emergency situation to a custodial parent, guardian, legal authorities, or other person properly authorized by the parent/guardian to accept custody.

Student Detention

A student shall not be required to stay beyond regular school hours for disciplinary reasons unless a parent has received prior notification of such action by the School District. Schools may choose to utilize detentions during a student's lunch period as an alternative consequence.

ACCEPTABLE USE OF TECHNOLOGY AND NETWORK

Wayne-Westland Community Schools strongly encourages and promotes the educational use of technology in our schools. To ensure students, staff and parents take full advantage of the technologies available, all uses of technology in the school district must have proper authorization and adhere to district policies. All use of technology is a privilege, not a right and must be in support of and consistent with the purposes and stated goals of the school district. There are no inherent warranties for technological resources that Wayne-Westland is providing. Wayne -Westland reserves the right to monitor network activity.

Guidelines

1. Students will use technology as authorized by appropriate school personnel.
2. Only software legally owned and/or authorized by the district may be put on district computers.
3. All network activities will be legal and appropriate use.
4. Prior approval of the building principal and district web manager is needed to place anything on the building or district web pages.

Technology and Safety Rules

Technology users will:

1. Comply with district policies, rules and regulations.
2. Use networks and technology in support of Wayne-Westland's educational goals.
3. Obey all district, state and national copyright laws.
4. Report to the building administrator or teacher any misuse of networks and/or technology.
5. Use district equipment responsibly; respect individual work, files, programs and security.
6. Hold harmless Wayne-Westland Community Schools from any and all claims or damages of any nature arising from access, use or inability to access or use the technology or network system.

Technology users will not:

1. Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
2. Access, vandalize, or modify anyone else's account, data, files and/or password without authorization of the network administrator or building principal.
3. Use district technology for commercial or 'for profit' purposes.
4. Use district technology to impersonate another, obtain illegal copies of software or audio, text, video materials for which Wayne-Westland does not have ownership.
5. Use district technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
6. Disclose confidential information, passwords, or access codes.
7. Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.

Technology users will not:

Use district technology to distribute materials that:

1. Violates the Family Education Rights and Privacy Act, which affords students certain rights with respect to their education records.
2. Jeopardizes the health and safety of students; is obscene, pornographic or libelous;
3. Causes disruption of school activities; Cheating
4. Plagiarizes the work of others;
5. Is a commercial advertisement or
6. Has not been approved by the building administrator, network administrator or web manager.

TRANSPORTATION

Rules and Regulations for Safe School Bus Conduct

A student who rides the school bus must abide by the driver's direction and the Student Code of Conduct or face the loss of bus privileges.

Examples of misconduct that may lead to temporary or permanent suspension of bus privileges include, but are not limited to:

1. Insubordination

2. Smoking
3. Fighting
4. Profane or Foul Language
5. Destruction of Property
6. Repeated Offenses

Always...

1. Follow the bus driver's instructions
2. When waiting for the bus, stay a safe distance from the roadway
3. Follow all the posted rules
4. Remain seated and maintain classroom behavior on the bus at all times
5. Keep your possessions in a book bag
6. Keep all parts of yourself and objects inside the bus
7. Use appropriate language and volume
8. Cross the street in front of the bus and watch for traffic

Never...

1. Block the aisle
2. Throw objects inside the bus or out of the window
3. Eat or drink on the bus
4. Push or engage in horseplay

Bus stop arrival and schedules: Students should be at their designated bus stops at least 10 minutes before the scheduled arrival of the bus.

Students should be standing at their designated stop before the bus arrives, and not waiting in cars, or running across the street. Students running toward a bus creates a potentially dangerous situation.

A student who arrives at the bus stop after the bus door has closed cannot be allowed to board the bus. Michigan law requires a school bus driver to activate the bus warning lights at least 200 feet before the bus stop. This is not possible once the doors have been closed.

During the first month of school, buses tend to be delayed in both arrival and departure.

Schools, parents, students, and drivers are all adjusting to the start of a new school year, please be patient.

If your student misses the bus: You are permitted to take them to another bus stop on the same bus route. However, your student should arrive and be waiting at the alternate bus stop before the bus arrives, and should not be running from a vehicle to meet the bus.

Be prepared for the weather and traffic conditions:

Weather or traffic conditions may affect the bus schedule in the morning or afternoon. Be assured that the bus will always come. Stops are never canceled due to a bus running late.

Parent support appreciated:

Parents waiting at or near the bus stop to ensure student safety are welcome and very much appreciated. Please put your child's safety and the safety of others ahead of comfort and have them waiting at the stop prior to bus arrival.

Remember your school bus is a “moving classroom”. Use inside voices, keep your hands to yourself and be courteous. The bus driver is authorized to assign seats. Don’t lose your riding Privilege! Follow these rules!

Overview

Following the rules promotes a safe and orderly environment where learning will take place. Each school shall have a program of positive consequences for acting in accordance with school rules which may include: verbal and written recognition, special privileges, home reports, monthly activities and marking period awards.

Students who do not follow school rules will be subject to a series of interventions intended to correct the behavior. The student’s school is responsible for issuing behavior consequences. The Handbook shall apply to students:

1. On school property or in a school-related vehicle;
2. In attendance at school or at any school-sponsored activity;
3. En route to or from school or any school-sponsored activity;
4. Whose conduct at any place or time directly interferes with the operations, discipline, or general welfare of the school and school students/personnel;
5. When using school-owned telecommunications or computer resources and accounts or other district services.

Disciplinary Actions Parent Notification

In every case resulting in suspension, the parent, or student (if age 18), will attempt to notify by telephone and/or in writing the day of the suspension. In some cases of disciplinary action, a student may be suspended from school pending investigation of the incident. If disciplinary action involves suspension, the District will not send students out of the building during school hours unless a parent or another responsible person has been contacted. If a non-custodial parent, who is legally authorized for access to student records, wishes to have copies of suspension information mailed to their home, it is the responsibility of said parent to provide the school with the necessary address.

To prevent problems from escalating, schools may take appropriate action that may include counseling, restorative justice, mediation, conflict management and/or referrals to community agencies. Parents shall contact the principal when they have concerns.

Definitions of Discipline

1. Administrative Intervention - Disciplinary action which does not result in a student being suspended from school. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending after school functions and activities, events etc..

2. Suspension - Exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of conditions. (Short-term: Up to 5 days. Long-term: 6 days to 179 days)
3. Expulsion - The permanent exclusion of the student from the school system. (180 school days)

ATHLETICS

Athletic Mission Statement:

Wayne-Westland Community Schools recognizes that extracurricular activities are an integral part of our educational system. Therefore, the Athletic Department, in cooperation with the community, endeavors to create a sports program to assist students in reaching their potential as individuals and as team members to ensure their positive educational experience.

Athletic Philosophy:

The school athletic program will provide students with an opportunity to be selected as members of a sports team based upon personal physical skill level, motivation, and desire. Emphasis will be placed on the improvement of each student's character development and acquisition of knowledge and physical sports skills. The welfare of the student athlete will be the rule. Efforts will be made to support the activities program with the best facilities, equipment, and the most qualified staff available. The ultimate goal of the activities will be to realize the value of participation, strive for excellence, keep a proper competitive spirit, and develop and improve positive citizenship. Student athletes will apply the knowledge learned to be lifelong healthy individuals.

Eligibility:

Academic

All incoming (first-time) ninth graders are immediately eligible for participation in the athletic program.

- Enrollment as a full-time student at John Glenn High School, Wayne Memorial High School or Wayne-Westland Virtual Academy
- Passing 66% of all classes. Four out of Six classes (4/6) or Five out of Seven (5/7)

Current Semester Eligibility—Students must be passing at least 4 of 6 classes with or 5 out of 7 without having two failing grades.

- As a reminder: (two failing grades, Two D's would equal one failing grade (F) or 4 D's= 2 F)

MHSAA

All students that participate in middle and high school MHSAA sponsored sports must have a current physical and parent consent form on file **BEFORE** the student can participate with the team.

EXTRA-CURRICULAR ACTIVITIES

The extracurricular program includes club activities and interscholastic athletics which change according to seasons, availability of facilities, and student interest. Clubs and activities are advertised in the student announcements as well as in the weekly updates sent home to parents. A list of available clubs and activities is available in the main office. Students in after-school activities must be with their coach or sponsor immediately upon school dismissal until they are picked up to return home. Students who leave the building or supervision of their coach or sponsor can be dismissed from the club or team.

CLOSING OF SCHOOL-INCLEMENT WEATHER

In cases of severe weather schools may be closed. When possible, we determine a school closing the evening prior. In most cases we have to wait until the early morning hours due to changing weather conditions or giving our maintenance staff time to clear parking lots and sidewalks, and the time our transportation staff need to travel the routes safely.

The notifications go out as soon as we decide to close school to give families as much notice as possible. **We will NOT call after 11 pm or before 5 am.**

We use various communications methods to notify the community of a school closing. As soon as the decision is made to close school we:

- Send an automated or Robo-call to parents and staff
- Email parents and staff via the school principal
- Post on the District website (wwcsd.net)
- Post on the District's social media accounts: Facebook, and Twitter
- Post on local news stations including Channel 2, 4, 7 and WJR and WWJ radio

WORK PERMITS

Work permits, necessary for most student jobs, may be secured in the High School Offices. It is expected that you will have completed the necessary forms for a work permit before you start working. One work permit is good only for a specific job; anyone who changes jobs must get a new work permit.

FIRE/TORNADO/SAFETY DRILLS

Each school in the district is required to hold a minimum 5 Fire Drills, 2 Tornado Drills and 3 Safety Drills. Procedures for tornado and fire drills can be found in the classrooms posted by the door. During safety drills, a posting will be placed on entry doors that indicates a drill is in progress and parents and visitors will not be permitted to enter until the drill is completed. All drills are documented and can be found on the district website.

BEHAVIOR EXPECTATIONS

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Positive student conduct is essential for effective learning. Attitudes and actions directly impact a student's school experience and that of their classmates. It is expected that you will behave in ways that will enhance social relationships in the school and facilitate learning. Our goal is to help children become responsible students. However, it is common for children to make poor behavior choices. These incidents are a wonderful learning opportunity. We will work with your child to rectify the situation and choose appropriate consequences, if needed. If the situation warrants, parents will be contacted. Below are the basic behavioral expectations:

1. Students will be prompt to school;
2. Students are expected to follow directions given by staff members;
3. Students will refrain from using inappropriate language or obscenities;
4. Students will demonstrate respect and courtesy toward all other individuals;
5. Students will preserve and care for all school property and the property of others;
6. Students will help maintain a school environment that is safe, friendly and productive;
7. Students will act, at all times, in a manner that reflects pride in self, family, and in the school.

GENERALLY THROUGHOUT THE SCHOOL

Students are expected to behave in the following manner.

Students will

1. Follow the directions of their supervisor(s)
2. Walk at all times while moving about the school building
3. Behave in a manner which is respectful of the rights and property of others
4. Pay for the replacement or repair of property which is damaged or lost

ASSEMBLY BEHAVIOR

Students will

1. Follow their line quietly into the gym, cafeteria, or auditorium; 6
2. Sit flat and still;
3. Exhibit good audience behavior by listening and showing their respect in an acceptable manner.

CLASSROOM BEHAVIOR

Students will:

1. Follow school and classroom rules.
2. Come to class prepared.
3. Respect the rights of other people and property.
4. Cooperate.
5. Arrive to school and classes on time.
6. Use appropriate language and do not display physical affection, aggression, or horseplay.

HALLWAY BEHAVIOR

Students will

1. Keep hands and feet to yourself. Do not act in any way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking, or throwing objects.
2. Use quiet voices only.
3. Make only positive comments. Avoid name-calling, put-downs, teasing, cursing, or starting rumors.
4. Walk, don't run, and try to stay on the right side of the hallway.
5. Carry materials in a controlled manner.
6. Do not physically display affection.

BATHROOM FACILITIES

Students will

1. Flush the toilet and wash and dry hands before leaving the bathroom.
2. Put only toilet paper in the toilet; put used towels in the wastebasket.
3. Keep walls and floors clean.
4. Keep hands and feet off stalls and walls.
5. Do not act in any way that can hurt others, including pushing, shoving, poking, tripping, hitting, kicking, or throwing objects.
6. Report any inappropriate conduct or any areas in need of cleaning to an adult as soon as possible.

LUNCHROOM/CAFETERIA BEHAVIOR

Students will

1. Wait their turn in line (do not cut) and keep hands and feet to themselves.
2. Keep hands off other people's lunch, drink, and other possessions.
3. Do not act in any way that can hurt others (i.e. pushing, tripping, hitting, or throwing objects.)
4. Make only positive comments. Avoid name-calling, put-downs, teasing, cursing, starting rumors, or purposely excluding/isolating others.
5. Talk at an appropriate level (no screaming or making loud noises).
6. Seat only eight (8) to a table; no saving seats; do not move others' possessions. 7
7. Do not sit or put feet on the tables.
8. Remain seated while eating and/or drinking.
9. Remain at your table during the lunch period.
10. Finish all food/drinks and clean up your spot before dismissal
11. Parties, pot luck lunches, or providing food for a whole table are not permitted.
12. Only parents may deliver food and only to their own children. Outside delivery services will be turned away.
13. No food or drink should be taken from the cafeteria
14. Food should not be shared

RECESS BEHAVIOR INSIDE SCHOOL

Students will:

1. Engage in activities appropriate to the classroom setting; for example, activities which do not include: running, throwing, yelling, or physical contact;
2. Always follow the directions of the supervisor(s) on duty. RECESS

BEHAVIOR ON PLAYGROUND

Students will:

1. Follow the directions of the adult on duty;
2. Observe rules of fair play in dealing with others;
3. Remain within the set boundaries of the playground;
4. Ask permission of the adult on duty before entering the school to use the bathroom or get a drink;
5. Not fight. This conduct is forbidden and will be referred to the principal for further action;
6. Use equipment properly;
6. Line up quietly. As soon as the bell rings or whistle is blown, students will proceed to their classroom in an orderly fashion;

7. Dress appropriately for weather and ground conditions as determined by the supervisors;
8. Refrain from all games and activities which include rough physical contact.

RESTORATIVE PRACTICES

Buildings will consider restorative practices in addition to or as an alternative to suspension or expulsion of a student dealing with student behavior infractions. While there are disciplinary consequences in place, we also incorporate restorative approaches that help give students a voice and repair harm done. Restorative Practice is a framework that may include victim/offender conferences that:

- are initiated by the victim;
- are approved by the victim's parent or legal guardian or, if the victim is at least 15 years of age, by the victim;
- are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender;
- would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize, participate in community service, restoration of emotional or material losses, or counseling, paying restitution, or any combination of these.

ACADEMIC INTEGRITY

An essential part of middle school education is developing a sense of academic honesty and integrity. There is zero tolerance for cheating or plagiarism. The following examples of academic dishonesty include, but are not limited to:

- Sharing or copying someone's homework.
- Sharing test content before, during or after any assessment.
- Using a "cheat sheet", reference materials, or electronic resources when it is not permitted.
- Passing along or using another student's note sheet.
- Using a phone or other electronic device to share test or quiz content.
- Copying material from websites without citations.
- Taking credit for someone else's writing/ideas.

In the case of academic dishonesty, the teacher will notify the parents and school administration. Classroom and school consequences may apply.

STUDENT PLACEMENT

The building principal has the responsibility for the placement of students within the building. Parents who wish to request that their child be placed in a specific teacher's classroom can express this request in writing to the principal in the spring. Although the principal takes this request into consideration during the placement process, there is no guarantee that this request will be honored. The factors which must be considered by the principal in the placement process are the following:

- an equal distribution of students among all of the teachers at any given grade level and within the total school,
- an even distribution of boys and girls within each classroom

when the enrollment makes this possible, • an even distribution of students at a given grade level who are experiencing attention or behavioral problems, and • special needs students who may require an approach or technique at which a specific teacher may be particularly adept.

HOMEWORK

The assignment of homework can be expected. Students are given ample time to complete daily assignments during school hours. Work that is not completed will be sent home for completion. Student grades will reflect the completion of all work, including outside assignments. It is expected that these assignments will be completed and returned to the teacher on the following day. Due to differences in age levels and grade levels, homework expectations will differ. Any homework assigned will be reasonable in length in order to allow time for family and social development. Homework will not be provided prior to vacations during scheduled school days. Students are expected to complete missed assignments after returning to school.

BEHAVIOR INTERVENTIONS

As a district, we encourage prevention and education to support all learners. Understanding that our students sometimes make mistakes, we aim to teach, help students to learn from mistakes, restore relationships, and repair the harm done to other students and the school community as much as possible.

The following consequences for infractions are stated in minimums and maximums. The severity of the offense, prior student record, and administrator's discretion will determine the consequence imposed.

In general, this code will be followed in a progressive manner. A second offense will usually receive a greater consequence than a first offense; at any time, an infraction may warrant imposing the maximum consequence. Students may face maximum consequence for an accumulation of different offenses. Parents will be contacted when students are suspended. Administration reserves the right to take appropriate disciplinary action for any infraction of school rules that takes place at school, on school grounds, at school-sponsored events or activities, on the way to and from school, on the bus, or at a bus stop. Administration may take appropriate disciplinary action when the incident happens off school property if the incident significantly disrupts the school environment. Administration reserves the right to take appropriate disciplinary action for any other infraction or violation that is not included herein. Administration reserves the right to handle each infraction on a case-by-case basis. Potential disciplinary measures include, without limitation, notifying parents/guardians, disciplinary conferences, withholding of privileges, temporary removal from the classroom, return of property or restitution for lost, stolen or damaged property, in-school suspension, after-school study/detention, lunch detention, suspension from school and all school activities for up to 10 days, seizure of contraband, and expulsion from school. Administrators consider all of the

following before suspending a student: age, disciplinary history, if a student has a disability, seriousness of the behavior, if the behavior threatened anyone's safety, whether restorative practices will be used to address the behavior, and whether a lesser intervention would properly address the behavior.

STUDENT CODE OF CONDUCT

Preamble. The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered 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 and safety of students.

The Student Code of Conduct does not include the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities.

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law, may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle being used for a school related purpose;
- Engages in a prohibited act at a school related activity, function or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from

school;

- Engages in a prohibited act off school premises, which act, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors. Consistent with Michigan law, the School District adopts a rebuttable presumption students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and,
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all out-of-school suspensions and expulsion (short-term or long-term), the School District administrator implementing the suspension, shall consider and document consideration of the seven factors listed above on a form approved by the Superintendent.

Restorative Practices. Consistent with Michigan law and in every case, the School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices

team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code [link] or in a similar manner, depending on the circumstances as a whole in the sole discretion of the School District administrator assigned to handle the misconduct or behavior or the Board of Education (if the Board of Education is handling the misconduct or behavior).

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment, bullying and cyberbullying.

Definitions of Discipline.

Administrative Intervention. Disciplinary action which does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments and revocation of the privilege of attending after school functions and activities, events, etc.

Snap Suspensions. If, during a class, subject, or activity, a teacher has good reason to believe a student has engaged in conduct which unquestionably interferes with the education of him/herself or other students, or a student has engaged in conduct which poses a clear and present danger to him/herself or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

Suspension. Exclusion of a student from school for fewer than 60 school days or exclusion which will terminate upon the fulfillment of a specific set of conditions.

Expulsion. Suspension of a student for 60 or more school days or permanent exclusion of a student from the School District.

Prohibited Acts.

1. Failure to Cooperate. A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

Penalty: Administrative intervention to expulsion.

2. False Allegations. A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

Penalty: Administrative intervention to expulsion.

3. Failure to Comply With Directions of School Personnel. A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting as a chaperone or in a supervisory capacity.

Penalty: Administrative intervention to expulsion.

4. Falsification of Records. A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

Penalty: Administrative intervention to expulsion.

5. Scholastic Dishonesty A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as the student's own original work.

Penalty: Administrative intervention to expulsion.

6. Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material.

Penalty: Administrative intervention to expulsion.

7. Improper Communications. A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

Penalty: Administrative intervention to expulsion.

8. Indecency. A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

Penalty: Administrative intervention to expulsion.

9. Disruption of School. A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or

obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.

Penalty: Administrative intervention to expulsion.

10. Discriminatory Harassment. A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats or insults, etc.).

Penalty: Administrative intervention to expulsion.

11. 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: Administrative intervention to expulsion.

12. Bullying and Hazing. Students are prohibited from engaging in conduct, whether written, verbal or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 2000.06, Behavior. A corresponding Administrative Regulation (2000.062-AR) has been developed to implement the policy:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or

psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records). Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. What bullying is not:

- Single episodes of social rejection or dislike;
- Single episode acts of nastiness or spite;
- Random acts of aggression or intimidation; and
- Mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

Implementation.

Responsible School Official. The Principal of each school building is primarily responsible for implementing this administrative regulation and its corresponding policy for the school to which he or she is assigned.

Publication. The Superintendent or his/her designee will revise the School District's Student Code of Conduct, consistent with this administrative regulation, to specifically prohibit bullying and cyberbullying, as defined below. The Superintendent is directed to post this administrative regulation and its implementing policy on the School District's website.

Reporting. The Superintendent or his/her designee shall report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

Definitions. The following definitions apply for purposes of this administrative regulation and its corresponding policy:

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

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"At school" means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises. *"At school"* includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the School District.

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

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Accountability. Each student in the School District is accountable for his/her own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

Retaliation. Retaliation 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 and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

Complaint Procedure. In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or his/her designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national origin, or disability, the building principal will notify the School District's designated Compliance Officer or Coordinator pursuant to Board of Education Policy 8000.06.

Step 1: Formal Investigation. The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce his/her response to writing and to produce any documents or other things supporting his/her response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses.

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision.

Complaint Found Valid. If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent or his/her designee;
- The Superintendent or his/her designee will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent or his/her designee will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent or his/her designee will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

Penalty: administrative intervention to expulsion.

13. Dress. A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

Penalty: Administrative intervention to expulsion.

14. Smoking/Tobacco. A student shall not smoke, chew or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.

Penalty: Administrative intervention to expulsion.

15. Trespassing, Loitering. A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

Penalty: Administrative intervention to expulsion.

16. Suspended Student on School Property or Attending School Activities. A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.

A student, while suspended, shall not participate in, or attend any school related activity, function or event, held on or off school property, without the prior permission of a building administrator.

Penalty: Administrative intervention to expulsion.

17. False Alarms. A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report.

Penalty: Suspension to expulsion.

18. Electronic Communication Devices and Laser Pointers. Each school maintains building-specific rules regarding the possession and use of active (i.e., turned on) electronic communication devices (e.g., pager, cellular telephone, etc.) on school premises. Even if permitted, such devices shall be stored in the student's book bag, locker, purse, etc. when not in use. Students are prohibited from using or possessing active electronic communication devices, at any time, in the locker rooms and bathrooms. Students may not use personal electronic devices to broadcast or record audio, images, or video of any student, staff member, or other person in the school while attending a school-related activity unless the student has received permission from the person(s) to be broadcast or recorded. This does not apply to extra-curricular activities for which recording is generally permitted (e.g. athletic events, arts performances, etc.)

Penalty: Administrative intervention to expulsion.

19. Damage of Property or Theft/Possession. A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of, school property or the property of another person.

Penalty: Suspension to expulsion.

20. Coercion, Extortion or Blackmail. A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

Penalty: Suspension to expulsion.

21. Arson. A student shall not burn, or attempt to burn, any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

Penalty: Suspension to expulsion.

This section is supplemental to, and does not limit or supersede, sections 19, 23, and 33.

22. Fireworks, Explosives, Chemical Substances. A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person.

Penalty: Suspension to expulsion.

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

Penalty: Suspension to expulsion.

24. Alcohol/Chemical Substances. A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverages or intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

Penalty: Suspension to expulsion.

25. Look-A-Like Weapons. A student shall not possess, handle or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

Penalty: Administrative intervention to expulsion.

26. Weapons and Dangerous Instruments. A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

Penalty: Suspension to expulsion.

27. Personal Protection Devices. A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, taser etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

Penalty: Suspension to expulsion.

28. Drugs, Narcotic Drugs and Counterfeit Substances. A student shall not manufacture, sell, possess, use, deliver, transfer or be under the influence (legal intoxication not required) of any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as "Speed" or "Crack") or sell, manufacture, possess, use, deliver or transfer "designer" drugs).

Penalty: Administrative intervention to expulsion.

29. Fighting, Assault and/or Battery on Another Person. A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone or other person (e.g., fighting).

Penalty: Suspension to expulsion.

30. Violation of Acceptable Use Policy. A student shall not violate or attempt to violate the Acceptable Use of Technology Policy. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

Penalty: Administrative intervention to expulsion.

31. Gang Insignia/Activity. A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

Penalty: Administrative intervention to expulsion.

32. Dangerous Weapons. A student shall not possess a dangerous weapon in a weapon free school zone.

Penalty: Expulsion.

A dangerous weapon, for the purpose of this section only, means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles. The word "firearm," for purposes of this section only, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of any explosive; or any destructive device which includes any explosive, incendiary or poison gas (i) bomb (ii) grenade (iii) rocket having a propellant charge of more than

four (4) ounces (iv) missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce or (v) mine. A "weapon free school zone" means school property, which includes a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school or vehicle used by a school to transport students to and from school property.

This section is supplemental to, and does not limit or supersede, section 26.

33. Arson Prohibited by Law. A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80.

Penalty: *Expulsion.*

This section is supplemental to, and does not limit or supersede, sections 19, 21 and 23.

34. Criminal Sexual Conduct. A student shall not commit criminal sexual conduct, as defined by MCL 750.520 b-e and g.

Penalty: *Expulsion.*

This section is supplemental to and does not limit, sections 7-11, 20, 23 and 29

35. Misconduct Prior to Enrollment. An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was (a) a resident of another district, (b) enrolled in another school, (c) outside of school hours, or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

Penalty: *Administrative intervention to expulsion.*

Any item deemed to be a safety risk or is a prohibited item in the code of conduct will be confiscated and not returned to the student or parent.

DUE PROCESS PROCEDURES

Introduction to the Rules of Due Process. The following due process procedures govern the suspension or the expulsion of a student from the School District's regular educational program. Discipline in the form of administrative intervention is solely within the discretion of the building principal or his/her designee and is not subject to the procedures of due process as provided in this Student Code of Conduct.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the principal or the Superintendent or his/her designee, 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 or Superintendent or designee.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

Suspension of Ten (10) School Days or Less. As a general rule, prior to any suspension of the student, the building administrator shall provide the student with the following due process:

- The administrator shall inform the student of the charges against him/her, and if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
- The student shall be provided an opportunity to explain to the administrator his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in subparagraph a, above.

If, after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal, or his/her designee, shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. A School District "Student Suspension Notice" is to be completed, with copies going to the parent and the student's file. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

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

Step One. If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent(s) or guardian shall be notified of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent or his/her designee;
- and
- The time, place, location and procedures to be followed at the hearing.

If the building administrator decides that the student's presence in school would present a danger to the student, or to other students, school personnel or the educational process, then

the student shall be suspended pending the decision of the Superintendent or his/her designee. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent or his/her designee. If the student is suspended pending a decision of the Superintendent or designee, the hearing shall commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee shall schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, parent(s) or guardian.

Step Two. A disciplinary hearing before the Discipline Review Committee will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the appropriate disciplinary measures to be imposed.

The student and/or his/her parent(s) or guardian may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty shall ordinarily be imposed, provided, however, that if the recommended penalty is expulsion, the Discipline Review Committee will nevertheless make the final decision on expulsion.

The Discipline Review Committee may amend the principal's charges upon motion of the building administrator, student, parent(s) or guardian, or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the Discipline Review Committee may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

Step Three. The Discipline Review Committee's decision shall be given orally to the student and parent(s) or guardian not later than five (5) school days after the close of the hearing by the Director of Student Services. A written decision shall be mailed at that same time. These timelines, however, may be enlarged by the Discipline Review Committee due to extenuating circumstances.

Step Four. Where a hearing has been held before the Discipline Review Committee under this section, an appeal may be made by the student, parent or guardian by filing a written notice with the Secretary to the Directors of Student Services within five (5) school days of the decision. The appeal will be heard by either the Elementary or Secondary Director of Student Services depending on which one was not present at the initial hearing.

Following the decision of that appeal. A final appeal may be made to the Assistant Superintendent of Administrative Services. This will not involve further testimony or new evidence. The student, parent(s) or guardian(s) or a legal representative will have an opportunity to speak with the Assistant Superintendent of Administrative Services. The

Assistant Superintendent of Administrative Services may ask questions of either the parents or the student and will render a written decision on the appeal within fifteen (15) school days.

IN-SCHOOL SUSPENSION

If staffing is provided, an In-School Suspension (ISS) room will be used as a consequence for students who violate some sections of the Student Code of Conduct or as progressive discipline.

Suspended or Expelled students are not allowed on school district property or any district sponsored event during an active suspension or expulsion time period.