

**WAYNE  
MEMORIAL**



**HIGH SCHOOL**

**2021-2022  
Student Handbook**



**Wayne Memorial High School**  
3001 Fourth St  
Wayne, MI, 48184  
Main Office: (734) 419-2200  
Attendance Line: (734) 419-2207

This student handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Counselor: \_\_\_\_\_

**WAYNE-WESTLAND COMMUNITY SCHOOLS 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.

**MISSION STATEMENT - WAYNE MEMORIAL HIGH SCHOOL**

Success is the only option for our students. We have Wayne Pride!



# Wayne-Westland Community Schools Board of Education

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## **A MESSAGE FROM THE BUILDING ADMINISTRATION TEAM**

We would like to welcome all new and returning students and families to the 2021-2022 school year! We are excited to see all of you and to be back in the building **TOGETHER!** We hope you are eager to return to WMHS as well! To minimize the spread of COVID-19, our school will follow all health measures required by Wayne County and the CDC.

Our faculty, staff, and administration are ready to provide a quality learning experience for all of our students. We are focused on building positive relationships and ensuring that our students are engaged in our classrooms. We offer many different clubs and activities for our students as well. We hope you take the opportunity to join a team or club!

Warmest Wishes,

Dr. James Anderson	Principal
Mrs. Stacie Bukosky	Assistant Principal
Mrs. Diane Green	Assistant Principal
Mr. Eric McCalla	Assistant Principal
Mr. Jason Malloy	Director of Athletics

## **NON-DISCRIMINATION POLICY**

It is the policy of the Wayne-Westland Community Schools Board of Education to prohibit any acts of unlawful discrimination in all matters dealing with students, employees or applicants for employment. The Wayne-Westland Schools reaffirms its policy of equal educational and employment opportunities for all persons without regard to race, color, gender, religion, age, height, weight, marital status or disability which is unrelated to an individual's qualifications for employment or promotion, or which is unrelated to an individual's ability to utilize and benefit from the School District's services, activities, benefits, privileges or programs. Inquiries concerning the application of Title VI, Title IX, Section 504 and Title II legislation should be directed to the Director of Student Services, Wayne-Westland Community Schools, 36745 Marquette, Westland, MI 48185 (734-419-2083).

### **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 of Student Services.

The district's Director 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 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 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 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 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 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 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 Student Services**  
**Wayne-Westland Community Schools**  
**36745 Marquette**  
**Westland, MI 48185**  
**(734-419-2083)**

# School Calendar 2021-2022

## August

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

## September

03 - No School (Labor Day Recess)

06 - No School (Labor Day Recess)

## October

## November

02 - No School (All Students) - Professional Development

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

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

24 - Half Day (All Students) - Professional Development

25-26 - No School (Thanksgiving Recess)

## December

20-31 - No School (Winter Recess)

## January

12 - Half Day (High School Students Only)

13 - Half Day (6-12 Students Only)

14 - Half Day (All Students)

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

## February

21-25 - No School (Mid-Winter Recess)

## March

10 - Kindergarten Kickstart

Mar 28 - April 1 - No School (Spring Recess)

## April

15 - No School (Good Friday)

29 - No School (All Students) - Professional Development

## May

27 - Half Day (All Students)

30 - No School (Memorial Day Recess)

## June

08 - Half Day (High School Students Only)

09 - Half Day (All Students)

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



## **Regular School Day Schedule**

First Bell: 7:05 AM

Tardy Bell: 7:10 AM

1st Hour: 7:10-8:08

2nd Hour: 8:13-9:11

3rd Hour: 9:16-10:18

4th Hour: 10:23-11:54

5th Hour: 11:59-12:57

6th Hour: 1:02-2:00

## **Lunch Hours**

"A" Lunch: 10:23-10:50

"B" Lunch: 10:55-11:22

"C" Lunch: 11:27-11:54

## 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 are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

*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, 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 may be confiscated.*

### ***Student Code of Conduct: 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. 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. 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 hearing before the Superintendent or his/her designee 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 Superintendent will nevertheless make the final decision on expulsion.

The Superintendent or designee 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 Superintendent or designee may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

*Step Three.* The Superintendent'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. A written decision

shall be mailed at that same time. These timelines, however, may be enlarged by the Superintendent or designee due to extenuating circumstances.

*Step Four.* Where a hearing has been held before the Superintendent or his/her designee under this section, an appeal to the Board of Education may be taken by the student, parent or guardian by filing a written notice with the Secretary of the Board within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the student and/or parent(s) or guardian(s).

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent shall share the results of the hearing at his/her level and make a recommendation to the Board of Education in terms of disciplinary action against the student. The student, parent(s) or guardian(s) or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of either the Superintendent 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.**

## **SAFE SCHOOL BUS CONDUCT RULES AND REGULATIONS**

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!

## **CAFETERIA INFORMATION**

All building behavior expectations remain in place, with the additions of such concerns including:

1. Theft: Theft is the taking, eating or touching of any food that is unpaid for and the unauthorized use of a student's ID number and/or picture ID for free and reduced lunch. Theft could result in criminal proceedings.
2. Throwing Food/Food Fights
  - a. Eating, drinking and storing food and/or drink in school is considered to be an unhealthy practice and is limited to the following times and places.
  - b. All cafeteria food and drink must be consumed in the cafeteria and waste disposed of properly
3. Food and drink may not be brought into, consumed, or stored in any classroom or hallway at any time.

## **BEHAVIOR CONTRACTS**

Behavior Contracts may be written for any student entering or currently attending Wayne Memorial High School for the purpose of designing and providing supports/guidelines for student behavior. The Behavior Contract will be reviewed with the student, and (if possible) a parent/guardian during a conference so that all stakeholders are aware of the student expectations and consequences at Wayne Memorial High School.

## **ATTENDANCE POLICY AND REGULATION**

Wayne-Westland Community Schools requires its students to attend school every day school is in session, except when excused by the School District.

The Wayne Westland Community School district recognizes that there is a direct and substantial correlation between school attendance and academic achievement. We believe that discussions, classroom activities, and cooperative learning experiences are not replicable and are a vital and integral element of the learning experience in order to develop critical thinking, listening and speaking skills.

We also recognize that students who develop excellent attendance habits experience greater success both in school and after graduation. As such, Wayne Westland Community Schools is committed to forming a cooperative alliance with parents and students in order to improve attendance.

The objectives of the Wayne Westland Community Schools Attendance Policy are:

- To help all students experience academic success by maximizing instructional time.
- To help all of our students develop habits of punctuality that will help them both in school, college and career readiness.
- To eliminate the disruption that tardiness and truancy cause to the classroom learning environment.

## Attendance Guidelines

Wayne Westland Community Schools recognizes that a student may have circumstances (doctor appointments, illness, etc) that may cause him/her to miss school. However, Wayne Westland Community Schools views ten (10) or more absences, 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 in class after the tardy bell.
4. All school sponsor activities that take a student out of class/school will be considered a documented absence under these guidelines and will not count towards the students ten (10) absences. School sponsored activities will be approved by building administrators.
5. A letter will be mailed to the address on the students profile when the student reaches 10, 15, and 20 absences.
6. When a student reaches 25 absences s/he will be referred to the school resource officer and/or the Wayne County prosecutor's office for truancy.

## Definition/Terms

*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:

Doctor appointments    Illness verified by parent/guardian    Court    Funeral

*Written documentation may be required from medical professional or authority/representative governing the absence*

*Unexcused absence:* An 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:

Oversleeping	Car trouble
Personal business	Skipping
Missing the bus	Birthday
No transportation	Hair appointments
Work (parent or student)	Vacation

*Tardies:* A student will be documented as tardy if s/he arrives when more than 75% of the period or session remains. A student is considered tardy if s/he is not present in their assigned class/area when the bell signifying the start of that class or session sounds.

*Truant:* A student is considered truant when they have accrued ten (10) or more unexcused absences.

### **Attendance Responsibilities**

Wayne Memorial High School is a partnership of students, parents, teachers, counselors, and administrators, who believe that punctual class attendance contributes strongly to a positive preparation for the demands of life after high school. This partnership must share the responsibility of encouraging and monitoring student attendance.

Students	<p>Be in class, on time, everyday.          Secure assignments whenever absent.          Inform teachers in advance whenever you know you will be gone from school.          Students, arriving late or returning from an appointment, are required to report to the main office and sign in.          Students, departing before the end of the day, are required to report to the office, check to make sure they are excused, and sign out.</p>
Parents	<p>Make sure your child is in school and on time every day unless there is a valid reason.          Notify school/office of the reason and date of absence within 24 hours.          Provide written documentation for non-counted absences within 5 school days (keep a copy for your records).</p>
Teachers	<p>Take consistent and accurate hourly/daily attendance.          Parent communication on the 5th and 10th days of counted absences.          Will initiate a two-way communication with the parent by email and/or phone.          Notify the appropriate counselor after the 10th counted absence.</p>
Counselors	<p>Monitor students with attendance problems, upon referral by teacher, after 10th counted absence.</p>
Administration	<p>Direct parent communication on the 15th counted absence by the appropriate administrator.</p>

## **COUNSELING**

The counseling department exists to assist the students with the many facets of their educational opportunities and their vocational choices. The counselors make available, to each student, services in testing for college, help in finding areas of vocational interest, and guidance with matters of a personal nature.

Students should sign up to see the counselors. This should be done before or after school or between classes. The counselors will send for the student. Students are not to go to the counseling office during class time without first receiving permission from their classroom teacher. Students who miss a class without arranging to do so in advance may be considered skipping.

In general, what a student discusses with a counselor is held in confidence unless the student indicates he/she is being harmed by someone else, is harm-ing him/herself, or is planning to harm someone else. Parents also have the right to request information from counselors at any time .

## **CO-CURRICULAR ACTIVITIES AND ELIGIBILITY**

Wayne Memorial High School has a variety of co-curricular (extra-curricular) activities. Please see the Student Information portion of our website for an up-to-date listing:

Each club and activity has its own requirements to be eligible to be an officer in a co-curricular activity at Wayne Memorial High School. Please contact the club sponsor for details.

## **MEDICATION PROCEDURES**

The administration of medication by school personnel shall be authorized and performed only in exceptional circumstances that render the administration of the medication by the parent at home impossible or extremely difficult. The building principal specifically authorizes only such school personnel as his/her designated representative will administer medication. This authorization shall be issued only in compliance with the following conditions:

1. The Request for Administration of Medication form must be signed by the parent or guardian of the student.
2. Written instructions signed by the parent and the student's physician must be furnished.
3. The parent or guardian of the child assumes responsibility to inform the building principal or his/her designated representative of any change in the child's health or change in the medication.
4. A record shall be maintained which indicates the time/date of medication, the amount of medication and adult witness present. This form shall be signed by the adult in charge.
5. Medication must be in the original, pharmacy-labeled container with the student's name on it.

## **MEDICAL EMERGENCY AUTHORIZATION**

Every student at Wayne Memorial High School is required, annually, to return a completed Wayne Memorial High School Emergency Card signed by his/her parents or guardians. The purpose of this card is to either grant or deny permission for the school to act in place of the parent during a medical emergency. This action is to be carried out only after an attempt has been made to contact the parent or guardian. All emergencies will be taken to the nearest available hospital.

Parents should feel free to call the main office in matters concerning student health problems.

## **BUS PASSES**

A student must obtain a bus pass in order to ride on a bus not assigned to him or her. Bus passes are only issued with parental consent, and must have administrative approval the day prior to the bus ride.

## **TELEPHONE CALLS DURING THE SCHOOL DAY**

All incoming calls should be directed to the main office. Parent calls to students should also come through the main office. **PERSONAL AND SOCIAL CALLS BY STUDENTS ARE NOT ALLOWED DURING INSTRUCTIONAL SCHOOL HOURS.** Teacher, counselor or main office personnel permission is required for students to call home.

## **WORK PERMITS**

By Michigan law, any students under 18 must file a work permit prior to actually working. The work permit may be picked up in the Counseling Office. After the employer and student sections are completed, the student needs to bring the permit back to the Counseling Office for final approval. Allow 24 hours for approval.

## **STUDENT TECHNOLOGY GUIDE**

[https://docs.google.com/document/d/1e\\_Ct3\\_2B-pTZoFur7NI0dGAPamnkZUt6ZbX8P0rvVHk/edit?usp=sharing](https://docs.google.com/document/d/1e_Ct3_2B-pTZoFur7NI0dGAPamnkZUt6ZbX8P0rvVHk/edit?usp=sharing)

## **ACCEPTABLE USE POLICY**

Wayne-Westland Community Schools 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:**

- Students will use technology as authorized by appropriate school personnel.
- Only software legally owned and/or authorized by the district may be put on district computers.
- All network activities will be legal and appropriate use.
- 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:**

- Comply with district policies, rules, and regulations.
- Use networks and technology in support of Wayne-Westland’s educational goals.
- Obey all district, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use district equipment responsibly; respect individual work, files, programs, and security.
- 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:**

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

- 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;
  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.

## **LOST AND FOUND**

Students who have lost books or other items should go to the Main Office where all articles that have been found are stored. Articles not claimed within six weeks will, if possible, be returned to the finder. The school is not responsible for lost items (including cell phones/electronic devices).

## **STUDENT RECORDS**

In order for personally identifiable information and education records to be released to anyone other than the student and those specifically authorized, written consent must be obtained from the student's parent or guardian or the eligible student. The consent must specify the records to be released, the reason for the release, and to whom the records are to be released.

## **LOCKER POLICY**

Student lockers and desks are school property and remain at all times under the control of the Wayne-Westland Community Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students are advised that school property is subject to search at any time by school officials. School authorities, for any reason, may conduct periodic general inspection of lockers and desks at any time, without notice, without student consent, and without a search warrant. The school cannot be held responsible for lost or stolen items.

1. All students are issued lockers.
2. All locker information, including locker number and combination, should be kept confidential.
3. Students should not share lockers or switch lockers with another student.
4. Students should notify the main office if they feel their combination is known by unauthorized persons.
5. Do not keep valuables in either hallway lockers or gym lockers.

## **ENTERING AFTER THE SCHOOL DAY STARTS**

Entrance during school hours should be through the main doors nearest the Main office. All students must wear their ID cards-Students must be identifiable at all times.

## **VISITORS DURING SCHOOL HOURS:**

All individuals must report to the main office to obtain a visitor's permit. Visitors of students are prohibited without prior arrangement and will not be permitted to enter classes or visit during the lunch period. Alumni and parents/guardians should make arrangements through the main office to meet with staff members during the school day.

Non-Wayne Memorial High School students are prohibited from the campus unless they have a visitor's permit.

## **CLOSED CAMPUS**

Wayne Memorial High School operates under a closed campus policy. Students must stay in the building from the time they arrive until dismissed. If a student needs to leave for the doctor, dentist, or other appointment, they must be signed out by a parent or guardian. In those situations, the note should be taken to the Main Office in the morning. When a student leaves the building they must sign out at the main office desk.

According to board policy, no food may be delivered to the school from a company for a student. All items delivered may be confiscated.

Violation of this guideline will result in possible educational neglect/truancy charges.

## **DRILLS**

All buildings are required to hold 5 fire drills, 3 lockdown/safety drills and 2 tornado drills each year.

### **Fire Drills:**

Each student must become acquainted with fire and evacuation procedures:

1. The signal for a fire drill is the continuous sounding of the fire drill signal, a loud buzzing sound. The signal to return from a fire drill is the ringing of the outside bells.
2. All students will leave the building quickly, quietly, and in an orderly manner. They will use designated exit routes, which will be posted in every classroom area.
3. Students are not to go to lockers or restrooms on their way out of the building.
4. Once outside, students must remain at least 100 feet from the building until the all-clear bell is sounded.
5. Students are to return directly to class after the all-clear bell has sounded.

6. If the fire drill occurs during lunch or an after school activity, all students are to exit through the closest doorway.

### **Severe Weather Drills**

The signal for a severe weather drill is an announcement over the public address system. Teachers will inform their students of procedures for severe weather drills. In general, students will stay with their teachers and move to assigned areas.

### **Lockdown/Safety Drills**

Each building is required to conduct three (3) safety/lockdown drills during the school year. One of these drills must be during lunch or passing time. These drills are announced over the PA system. When these drills are taking place, parents and visitors are prohibited from entering the building.

### **SCHOOL CLOSINGS**

School closings will be announced on the following radio stations and TV channels - nels WAAM 1600 AM, WEMU 89.1 FM, WJR 760 AM, WWJ 950 AM, Channel 4, and Channel 7. PLEASE DO NOT CALL THE SCHOOL! Information regarding school closings may also be found on the district website, <http://wwcsd.net>

### **SCHOOL RESOURCE OFFICER/POLICE LIAISON**

Wayne-Westland Community Schools contracts with both the Westland and Wayne Police Departments to assist with coordination between the schools and community law enforcement agencies. In addition to serving in an official capacity when law enforcement authorities are involved in student discipline, the liaison officer serves in prevention and advisory capacities with the students. School district policy and federal statutes determine the scope and nature of the liaison's role, responsibility, and authority.





