



Student Code of Conduct Handbook



STUDENT CODE OF CONDUCT

The Walled Lake Consolidated School District believes in the development of each student's potential for learning in a positive, orderly, and safe school environment. To help each student reach that potential, it is necessary for schools to be free of disruptions that interfere with teaching and learning activities. Students, parents, and staff must assume a responsible role in promoting behavior that encourages learning and develops individual potential; just as discipline procedures are necessary in order to protect the rights of each member of the school community, effective student discipline can only be achieved if there is cooperation and shared commitment among students, parents and staff. The school district has the right to have disorderly and/or disrespectful individuals removed from the school setting.

The Student Code of Conduct is an official declaration of policy of the Walled Lake Board of Education. Provisions in the Student Code of Conduct apply to all students in grades pre-K-12. Differences in age and maturity are recognized and will be considered when determining intervention strategies or disciplinary actions to be taken.

The Student Code of Conduct is in effect during the following student situations:

1. When students are traveling to or from school or a school-sponsored activity, including bus transportation.
2. When students are present in or on property of the district.
3. When students are at any school-sponsored activity, regardless of its location.
4. When students are using school telecommunication networks, accounts or other services.
5. When students are engaged in misconduct in the community that is reasonably likely to materially interfere with the educational process at school.

**All school community members are encouraged to become familiar with the
Student Code of Conduct.**

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DISTRICT MISSION STATEMENT

The mission of the Walled Lake Schools, in partnership with parents and community, is to become the best educational system in America so all students demonstrate they are caring, responsible and knowledgeable citizens.

DISTRICT BELIEF STATEMENTS

The following beliefs are fundamental to all of our policies and programs, including the Student Code of Conduct:

Our Learning Environment

- Physical and psychological safety is critical to learning.
- Individuals are responsible for their own actions.
- Students and staff must have positive role models and mentors to encourage respect, self-worth and personal expression.
- All stakeholders are entitled to high quality facilities.

Individual and Group Achievement

- Every person has unique needs, interests and the ability to learn.
- Success follows many different pathways.
- Learning is a lifelong endeavor.
- High achievement is experienced individually and in groups.

Our Community

- We are participants in a global society and value diversity.
- Schools prosper from an active partnership with parents and community.
- The public image of our schools influences community support.
- Public schools are the cornerstone of American democracy.

Our Future

- Technology is an essential tool for increasing the quality of learning.
- Change presents both challenges and opportunity.
- We're making tomorrow!

BOARD OF EDUCATION POLICY PROHIBITING BULLYING

In General. The Board of Education is committed to preventing and prohibiting bullying at school, consistent with Section 1310b of the Revised School Code. “Bullying,” for purposes of this policy, means any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly, by doing any of the following: substantially interfering with educational opportunities, benefits or programs; 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; having an actual and substantial detrimental effect on a student’s physical or mental health; or, causing substantial disruption in, or interference with, the orderly operation of the school. “At school,” for purposes of this policy means anywhere on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity, regardless whether the activity is held on school premises. “At school” includes the use of a telecommunications access device or telecommunications service provider owned by or under the control of the District.

Prohibition. The Board of Education prohibits the bullying of any District student at school, regardless of the motive of the perpetrator. The Board of Education also prohibits retaliation or false accusation against a target of bullying, a witness or another person with reliable information about an act of bullying at school.

Reporting, Notification and Investigation. District staff members and students are required to report to the building principal, or his or her designee, whenever they have reason to believe a District student has been subjected to bullying at school. Upon receiving a report of bullying, the building principal, or his or her designee, will promptly conduct an investigation; prepare a written summary, including his or her determinations of fact and culpability; initiate disciplinary action, if warranted; and, notify the parent(s) of legal guardian(s) of the victim and the perpetrator of his or her conclusions, consistent with the District’s FERPA policy. The investigation will include, at a minimum, interviews with and written statements from the putative victim and perpetrator. In the event of significant discrepancies in the accounts of the putative victim and perpetrator, the investigation will include interviews and written statements from witnesses and the review of documentary information, if available. The building principal will provide a copy of his or her written summary to the District’s Deputy Superintendent.

Implementation.

Administrative Regulations. The Superintendent is authorized and directed to promulgate such administrative regulations as may be necessary to implement this policy consistent with Section 1310b of the Revised School Code.

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

Publication. The Superintendent is directed to revise the District’s Student Code of Conduct, consistent with this policy, to prohibit bullying at school. The Superintendent is also directed to post this policy and the District’s Student Code of Conduct on the District’s website.

Reporting. The Superintendent will report all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board of Education on an annual basis.

ACADEMIC INTEGRITY

In order to maintain an academic climate conducive to each student's success in the pursuit and transmission of knowledge, the secondary schools in Walled Lake have established a set of academic standards for all of their students. We want all students to develop into strong leaders and students who are well prepared for the challenges of lifelong learning. The development of academic integrity is critical for personal success not only today but for tomorrow. As such, we have the following standards with regard to academic integrity.

Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and resist peer pressure to violate these high standards of integrity. Students are expected to use honest methods to fulfill academic expectations and responsibilities. Whenever students have any questions about this procedure or any procedure, they should ask their teachers, counselors, or administrators. Academic dishonesty is defined as: cheating, plagiarism or otherwise obtaining grades under false pretenses.

Academic dishonesty is engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or 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 representing it as one's own original work.

SEARCHES OF LOCKERS AND LOCKER CONTENTS

Lockers are School Property

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

Legitimate Use of School Lockers

The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the school principal or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the school principal or his/her designee.

Search of Locker Contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

If school authorities have reasonable suspicion that a student(s) may possess illegal items (firearms, weapons, drugs, etc.) or other items determined to be a threat to the safety or security of the student or others, or items which are used to disrupt or interfere with the educational process, the administrator may search that student's person and/or personal property, including but not limited to bags, brief cases, satchels, purses, and motor vehicles. Where practicable all searches will be carried out in the presence of an adult witness.

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy or rules.

Seizure of Locker Contents

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials. The parent/guardian of a minor student, or a student 18 years of age or older, shall be notified by the school principal or his/her designee of items removed from the locker. In the course of a search conducted, the privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy. Reference: Revised School Code §380.1306.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be used on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audio or video recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

DISTRICT-WIDE DRESS CODE

The following dress code has been adopted by all schools in the Walled Lake Consolidated School District, upon recommendation of the Student Code of Conduct Review Committee (including students, parents, teachers, counselors, administrators, and bus driver). It is explicitly recognized that circumstances may cause individual schools to modify their dress and appearance expectations. In those cases, parents and students will be provided notice in advance of the effective date of the changes.

Introduction

The purpose of the student dress code is to promote learning in the classroom by promoting student safety and ensuring that students, staff members, and members of the educational community will not be distracted, harassed, or intimidated, by student dress. Students are expected to dress appropriately at all times. Inappropriate dress would consist of, but not be restricted to:

- Items that promote drugs, alcohol, or tobacco;
- Items with profane or sexually suggestive writing/pictures/images;
- Items that exhibit involvement in gangs or other organization deemed to be in conflict with school policies and practices;
- Items that conflict with district policy, or state law;
- Non-prescription sunglasses within classrooms;
- Going without shoes;
- Muscle shirts, tank tops, tube tops, mesh shirts, mini-skirts, spandex clothing, cut-off shorts, clothing with bare midriffs, revealing or suggestive clothing;
- Beach clothing;

- Chains, handcuffs, and other metal paraphernalia;
- Hats worn in school;
- Coats worn in classrooms (exceptions will be made where appropriate);
- Pants worn so undergarments are visible.

Questions regarding this dress code should be directed to your building principal.

INTERVENTION STRATEGIES AND DISCIPLINARY ACTIONS

It is not the intent of this Conduct Code to list every conceivable student infraction. The administration reserves the right to establish fair and reasonable regulations and to impose consequences for infractions that are not covered in this handbook. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may adversely affect the health, safety and welfare of the students.

STUDENT-ATHLETE HANDBOOK

The rules governing interscholastic athletes and co-curricular participants are set forth in the Athletic Code of Conduct. The rules are in addition to the rules established in the Student Code of Conduct. The rules governing athletes begin at the time a student enrolls in middle school and high school and apply until the student athlete graduates. Athletic participation is a privilege, not a right. Student athletes are required to conform to athletic policies throughout their middle school and high school career to promote the philosophies consistent with our mission. A student may be disciplined for violation of the Student Code of Conduct and Athletic Code of Conduct Handbook arising out of the same incident. The responsibility for the enforcement of the Athletic code of Conduct rests with the coaches of the various teams, subject to the authority of building administrators and the Board of Education. Coaches are responsible for reviewing the Athletic Code of Conduct with the student athletes. The student will be required to sign a statement indicating that he/she is familiar with the athletic/co-curricular section of the Parent/Student Handbook before the season begins.

For complete details of the Athletic Code of Conduct Handbook visit the Walled Lake Consolidated School web-site for copy <http://www.wlcsd.org/parents>.

STUDENT TRANSPORTATION HANDBOOK

The rules governing students who ride the bus are set forth in the Student Transportation Handbook. The rules are in addition to the rules established in the Student Code of Conduct. The rules governing riders begin at the time a student enrolls in school and apply until the student graduates. A student may be disciplined for violation of the Student Code of Conduct and Student Transportation Handbook arising out of the same incident. The responsibility for the enforcement of the Student Transportation Handbook rests with the bus driver, subject to the authority of the building administration and the Board of Education. The student will be required to sign a statement indicating that he/she is familiar with the Transportation Handbook before the school begins.

For complete details of the Student Transportation Handbook visit the Walled Lake Consolidated School web-site for copy www.wlcsd.org/parents.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

The four levels of violations on the following pages are not all inclusive, but only representative and illustrative. A student who commits an act of misconduct which is not listed may also be subject to disciplinary action.

21 REPORTABLE INCIDENTS

All Michigan public schools are required by law to report the following incidents to local law enforcement.

1. Armed Subjects
2. Arson
3. Death or homicide
4. Drive-by shooting
5. Drug possession or sale
6. Drug use or overdose
7. Explosion
8. Intruders, after being asked to leave or check in at office and have refused
9. Larceny over \$1000.00
10. Minor in possession of tobacco or alcohol
11. Physical Assaults w/a visible injury
12. Robbery or extortion
13. School bus incident
14. Sexual assault
15. Suicide attempt
16. Suspected armed subject or hostage
17. Telephone bomb threat
18. Threat of suicide, after investigation by school staff, and found to be reasonable
19. Unauthorized removal of student
20. Vandalism (M.D.O.P) over \$1000.00
21. Weapons on school property

The District may also report other incidents to local law enforcement, as deemed appropriate.

TEACHER IMPOSED STUDENT SUSPENSIONS

A teacher who has good reason to believe a student's conduct in a class, subject or activity constitutes a Level II or higher violation of this Student Code of Conduct may suspend the student from that class, subject or activity for up to 1 full school day. In such cases, the teacher must report the suspension and the reason for the suspension to the school's principal, in writing, on the Teacher Imposed Student Suspension form (Form A, pg. 20) and send the student to the school principal or his or her designee for appropriate action. The teacher must also, as soon as possible but not later than the next school day, contact the student's parent(s) or guardian(s) and invite them to attend a conference concerning the suspension during the teacher's non-instructional time. If the parent(s) or guardian(s) so request, a building administrator will also attend the conference. Additionally, the teacher must invite a school counselor, school psychologist or school social worker to the conference, who shall attend whenever practicable. A student who has been suspended by a teacher under this provision of the Student Code of Conduct shall not be returned to the class, subject or activity from which he/she was suspended without the concurrence of the teacher and the school principal.

Teachers are not required to suspend students under this provision of the Student Code of Conduct and may, instead, refer the misconduct to building administration according to the building's standard disciplinary process.

LEVEL I VIOLATIONS

A Level I violation is behavior which disrupts the educational process or interferes with teaching and learning. For the most part, Level I violations disrupt or interfere with a student's learning environment, attendance or punctuality. **Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.**

1. **Chronic Lack of Supplies** – Repeatedly reporting to class lacking necessary materials such as books, physical education attire, industrial education class supplies, etc.
2. **Disruptive Behavior** – Behaving in a manner which disrupts or interferes with educational activities.
3. **Inappropriate Display of Affection** – Kissing, embracing or engaging in affectionate activity that exceeds standards of good taste and common decency.
4. **Inappropriate Dress and Grooming** – Dressing or grooming in a manner prohibited by the District-wide Dress Code (See pg. 6) or similar building rules.
5. **Inappropriate Personal Property** - Possessing personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
6. **Leaving without Permission** - Leaving the school, classroom or assigned area without permission of school personnel.
7. **Tardiness** – Failing to be in a place of instruction at the assigned time without a valid excuse.
8. **Truancy** - Failing to report to class or school without prior permission, knowledge, or excuse by the school or parent. Regular attendance at school and prompt arrival to all classes and scheduled activities is the prime responsibility of the students and parent. (MCL 380.1561)

LEVEL I DISCIPLINE PROCEDURE

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made for Level I violations when referring to administration. Any or all of the following intervention strategies and disciplinary actions may be used by administrators for Level I violations.

Minimum Action

1. Teacher/student conference or reprimand.

Additional Actions as Deemed Appropriate

1. Administrator/student contact.
2. Administrator/parent contact.
3. Referrals and conferences involving various support staff or agencies.
4. Daily/weekly progress reports.
5. Behavioral contracts.
6. Change in student's class schedule.
7. School service assignments.
8. Confiscation of inappropriate item(s).
9. Restitution/Restoration.
10. Before- or after-school detention(s).
11. Denial of participation in class and/or school activities.
12. In-school suspension.
13. Temporary assignment to Planning Room or Options Room.
14. Other intervention strategies as needed.

LEVEL II VIOLATIONS

A Level II violation is behavior which seriously disrupts the educational process or interferes with teaching and learning. For the most part, Level II violations disrupt or interfere with another person's right to an appropriate learning environment. **In addition, depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.**

1. **Academic Dishonesty** - Engaging 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 one's own original work.
 - a. **Academic Dishonesty includes but is not limited to:**
 - i. Copying another student's work, including electronic and visual mediums.
 - ii. Submitting copied information from the Internet.
 - iii. Providing homework to another student.
 - iv. Disclosing test-related material.
 - v. Dishonest actions reported by the teacher.
 - vi. Using or possessing "crib" or "cheat" notes, or accessing text when not permitted on quizzes and tests.
 - b. **Plagiarism includes but is not limited to:**
 - i. Copying another student's work or previously published material or ideas from any source and submitting them as one's own.
 - ii. Allowing a student to copy one's work.
 - iii. Intentionally leaving your written work available in a place that makes it possible for someone to copy, sending it electronically to someone, or lending someone a notebook, a paper, or disk that contains your written work.
 - iv. Altering words or the order of words from another source and submitting them as one's own.
 - v. Submitting work written by college students, former students, tutors, friends, or other adults as one's own.
 - vi. Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.
2. **Assault** – Placing a reasonable person in imminent fear of harmful or offensive contact without the person's consent.
3. **Battery** – Intentionally contacting a person, physically or offensively, without consent.
4. **Bullying/Intimidation** – Verbal or nonverbal behavior or statements that intentionally embarrass or intimidate another person.
5. **Disseminating/Possessing Indecent Material** – Intentionally possessing or disseminating vulgar, lewd or indecent material, by electronic or other means.
6. **Failure to Serve Assigned Detention** – Failing to serve an assigned detention for which student and/or parent have been notified.
7. **Misrepresentation** – Intentionally misrepresenting information, verbal or written, to school district personnel or possessing documents containing misrepresentations. Examples include, but are not limited to, using the name of another person; falsifying times, dates, grades, addresses or other data on school district forms or records; providing false, misleading or inaccurate statements or information on district forms or records.
8. **Gambling** – Playing any game of skill or chance for money or anything of value.
9. **Gang Insignia/Activity** – Gangs are defined as organized groups of students and/or adults who engage in activities that threaten to compromise the general order and educational mission of the school district.
 - a. **Activity:**
 - i. Any group that uses violence, force, coercion, intimidation, threat of violence, or bullying in the school community that may cause disruption/harm to the educational mission of the school district or its members.
 - ii. Recruiting students for gangs.

- iii. Gathering of two or more persons for the purposes of engaging in activities or discussions promoting gangs.
 - b. **Insignia/Gestures:**
 - i. Wearing, displaying, possessing any clothing, jewelry, colors, or insignia that identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
 - ii. Using a word, phrase, symbol, or gesture that identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- 10. **Improper Use of District Technology** – The unapproved or prohibited use of district computers or other technology, including:
 - a. Disregarding the privacy of other users, such as using or attempting to use or learn other users' passwords;
 - b. Unauthorized copying, changing, reading, accessing or attempting to access or using other users' files;
 - c. Gaining or attempting to gain unauthorized access to district equipment, systems, programs, files or other users' accounts;
 - d. Introducing or attempting to introduce a virus into any district equipment, systems, programs or files;
 - e. Using or attempting to use district equipment, systems, programs or files to disturb or harass others; and
 - f. Damaging or attempting to damage any district equipment, systems, programs or files.
- 11. **Inappropriate Use of Motor Vehicle** – Driving in an unsafe manner, failing to register one's vehicle, failing to display a parking decal, or parking in an unauthorized area.
- 12. **Insolence** – Displaying verbal or nonverbal disrespect toward school personnel.
- 13. **Insubordination/Refusal to Work or Follow Directions** – Failing to comply with a direction or instruction of school personnel or refusing to identify one's self.
- 14. **Loitering** – Remaining or lingering on school property without staff supervision for more than 20 minutes after final dismissal without a legitimate purpose or prior permission. Violations may result in trespassing charges.
- 15. **Making False Statement** - A student shall not make false statements or give false evidence to administrators or staff during an investigation of possible violation of this Code of Conduct.
- 16. **Misconduct** - intentional wrongdoing; inappropriate behavior not covered specifically by the Walled Lake Consolidated School Student Code of Conduct; specifically: deliberate violation of reasonable standards of behavior in school.
- 17. **Off-Campus Conduct** – Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of Walled Lake Schools. In addition, a student's off-campus actions which cause, or are likely to cause, a material and substantial negative effect on the general safety and welfare of students and staff, or the good order and functioning of the school(s), may result in disciplinary action whether or not part of a school-sponsored activity.
- 18. **Off-Campus Internet Sites and Usage** – Students may be subject to appropriate disciplinary action for off-campus internet use, including but not limited to Web site creation and/or use, where such use causes, or is likely to cause a material and substantial negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school(s). This paragraph shall not be applied contrary to the protections of the First Amendment.
- 19. **Persistent Misbehavior or Repeated/Serious Level I Violations** – Accumulating Level I violations or reclassification of a serious Level I violation.
- 20. **Illegal Harassment** - Unwelcomed behavior or statements related to a person's sex, race, color, national origin, age, religion, height, weight, marital status or disability that are so pervasive, severe and objectively offensive that they effectively bar that person's access to educational opportunities and benefits.
- 21. **Physical Aggressiveness** – Engaging in aggressive physical contact such as pushing, shoving, tripping, etc.
- 22. **Possession/Use of Tobacco Products** – Possessing or using a cigarette or other tobacco products, such as smokeless tobacco, paraphernalia, etc.

23. **Recording Without Permission** – A student shall not record by any means (i. e, audio, video, digital, etc.) a communication from or with any administrator, teacher or other School District employee without the expressed permission of the person recorded for the particular communication allowed.
24. **Theft, Possession or Transfer of Property of Others (Value Less Than \$100)** – Intentionally taking property (value less than \$100) belonging to the school or any individual or group without prior permission. Intentionally possessing or transferring property (value less than \$100) of another without the consent of the owner.
25. **Trespassing** – Entering or being present in a school building or on school premises, or in a particular part of a school building or school premises, without permission or authorization.
26. **Electronic Communication Devices** – Include but are not limited to cellular phones, digital picture/video cameras and/or camera phones, iPods, MP3s, and other personal communication devices capable of transmitting data or images. Students may possess and bring cellular phones and other personal communication devices (PDAs) into school buildings on two conditions: first, that parents and students agree to permit District personnel to search the contents of those PDAs whenever they have reasonable suspicion a student has violated the Student Code of Conduct and the PDA contains information concerning that violation; and, second, that students not use PDAs during instructional time unless used for instructional purposes. In either case, the District may be required to temporarily confiscate the PDA (see p. 28 for complete details).
27. **Use of Profanity** - Writing, saying or gesturing in a manner which conveys an offensive, obscene or suggestive message, including abusive or vulgar words, gestures, pictures, or sounds.
28. **Vandalism** - Intentionally damaging, defacing, disabling or otherwise harming school property or the property of others, including situations in which minor damage can be repaired or replaced at no cost to the district.

LEVEL II DISCIPLINE PROCEDURE

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made for Level II violations when referring for administrative action. **Any or all of the following intervention strategies and disciplinary actions may be used by administrators for Level II violations.**

Minimum Actions

1. Administrator/student conference or reprimand.

Additional Actions as Deemed Appropriate

1. Administrator/parent contact.
2. Referrals and conferences involving various support staff or agencies.
3. Daily/weekly progress reports.
4. Behavioral contracts.
5. Change in student's class schedule.
6. School service assignments.
7. Confiscation of inappropriate item(s).
8. Restitution/Restoration.
9. Before- or after-school detention(s).
10. Denial of participation in class and/or school activities.
11. Police notification.
12. Referral to student assistance program.
13. Denial of driving privileges.
14. Assignment to an alternative education program.
15. In-school suspension.
16. Deferred or pending suspension.
17. Out-of-school suspension from one to five school days.
18. Temporary assignment to Planning Room or Options Room.
19. Other intervention strategies as needed.

LEVEL III VIOLATIONS

A Level III violation is behavior of an aggravated nature, generally unlawful, which disrupts or interferes with the effective functioning of the school. **In addition, depending upon severity or repetition, a Level III violation may be reclassified as a Level IV violation.**

1. **Aggravated Assault and Battery** – A battery that causes an injury but does not involve the use of a weapon.
2. **Arson** – Intentionally causing a fire or combustion on school property not covered by Level IV violations.
3. **Bomb Threats and Similar Threats** - Making a false or intentionally incorrect report of a bomb or similar threat.
4. **Breaking and Entering** – Entering any school building, facility, office, room, storage space or other enclosure without authority to do so.
5. **Disorderly Conduct** – Behaving in a violent or grossly inappropriate manner.
6. **Endangerment** - Developing plans or not reporting information that could lead to a threat to the health, safety or well-being of other students and/or school personnel or threaten disruption to the educational process.
7. **Extortion** – Utilizing unlawful or otherwise inappropriate means to persuade and/or force another person(s) to act against their will, such as demanding money under threat of harm.
8. **False Fire Alarms** – Reporting a fire to school or fire officials, setting off a fire alarm without a reasonable belief that a fire exists, or tampering with any fire safety device.
9. **Felonious Assault or Battery** – An assault or battery with a weapon.
10. **Fighting** - Engaging in aggressive, physical conflict.
11. **Persistent Misbehavior or Repeated/Serious Level I or Level II Violations** – Accumulating Level I or Level II violations or reclassification of a serious Level I or Level II violation.
12. **Possession or Use of Firework/Explosives** – Possessing or using fireworks or explosives, not covered by Level IV violations.
13. **Possessing Weapons/Dangerous Instruments** – Possessing, using, selling, distributing or concealing any kind of weapon, material used like a weapon or dangerous instruments, including, but not limited to, BB guns, pellet guns, look-a-like guns, martial arts weapons, pepper spray, knives with a blade of three (3) inches or less (length of knife blade to be measured from point where handle ends), razor blades, or replica weapons.
14. **Possession of Drug Paraphernalia** - Possessing drug paraphernalia, such as bong, pipes, rolling papers, etc.
15. **Possession/Use of Alcohol/Drugs** – Possessing, using, intentionally misusing or being under the influence of regulated, controlled or unauthorized substances not specifically prescribed by a physician, including, but not limited to, alcoholic beverages, marijuana, intoxicants, drugs, imitation controlled substances, “designer” drugs, synthetic spice, incense or drug replicas, steroids, human growth hormone, or other performance enhancing substances; inhalants (e.g. glue, or aerosol can, when not for their intended uses), or over-the-counter medications/substances.
16. **Reckless Driving** – Driving any vehicle in a willful and wanton disregard for the safety of persons or property on school property or in a school zone.
17. **Robbery** – Taking property from a person by force or threat of aggression.
18. **Theft, Possession or Transfer of Property of Others (Value \$100 or More)** – Intentionally taking property (value \$100 or more) belonging to the school or any individual or group without prior permission. Intentionally possessing or transferring property (value of \$100 or more) of another without the consent of the owner.
19. **Threats with or the Use of a Weapon** – Using a weapon to threaten another person with bodily injury or to cause injury.
20. **Unlawful Interference with School Authorities** – Interfering with administration, teachers or other school personnel by threat of force or violence.
21. **Verbal/Written Assaults (MCL.380.1311A(2))** – Verbal or written statements or behavior that put reasonable school personnel or students in fear of imminent injury to persons or property.

LEVEL III DISCIPLINE PROCEDURE

Any or all of the following intervention strategies or disciplinary actions may be used by administrators for Level III violations:

Minimum Actions

1. Administrator/student conference or reprimand.
2. Administrator/parent contact.
3. Out-of-school suspension from 6 to 10 school days (may vary at elementary level).

Additional Actions as Deemed Appropriate

1. Police notification.
2. Deferred or pending suspension.
3. Referral to Youth Assistance Program *** for alcohol/drug violations (applies to secondary level).
4. Recommendation for placement in an alternative education program.
5. Recommendation for suspension between 11-30 school days **.
6. Recommendation for longer-term suspension of more than 30 school days**.
7. Recommendation for expulsion*.
8. Other intervention strategies as needed.

* Board action is required

** Action required by Assistant Superintendent of Schools or designee

*** Youth Assistant Program – Secondary Level

The unlawful possession or use of illicit drugs or alcohol is wrong and harmful. The use or possession of other nonspecifically prescribed substances is wrong and may be harmful.

A. Level III Violation – Possession or Use of Alcohol/Drugs

1. Suspension will be set at a minimum of five school days with no long term suspension recommendation if the student and parent agree to the student's participation in an alcohol/drug education course recommended by the Walled Lake Consolidated School District.
NOTE: Notwithstanding the statement above, repeated violations or situations considered critical by the building student assistance coordinator may result in immediate referral to an appropriate agency for professional assessment and/or possible treatment or recommendation for expulsion.
2. At the completion of an alcohol/drug education course, Youth Assistance will evaluate the student's need for referral to an appropriate agency for professional assessment and/or possible treatment.
3. If a professional assessment is made:
 - a. Youth Assistance will advise administration of the referral.
 - b. Youth Assistance, working with administration, may provide the parent(s) with a completion deadline for the assessment process as well as a listing of possible resources.
 - c. Evidence of assessment completion and implementation of treatment recommendations made by the assessor will be submitted to administration by the parent (s) on or before the deadline.
4. If the above conditions are not met, the remaining days of suspension will be imposed with a possible recommendation for expulsion.

LEVEL IV VIOLATIONS

Consistent with Michigan law, certain student conduct or acts will result in expulsion as is more specifically set forth below as Level IV violations.

Level IV violations are:

1. **Arson** – Defined as felony violation of chapter X of the Michigan Penal Code, MCL 750.71 to 750.80.
2. **Criminal Sexual Conduct** – Defined as a violation of section 520b, 520c, 520d, 520e, or 520g of the Michigan Penal Code, MCL 750.520b-g.
3. **Physical Assaults (MCL380.1311a(12)(B))¹** – Defined as intentionally causing or attempting to cause physical harm against a district employee, volunteer, or a person contracted for the district by a student in grade six or above.
4. **Possession of a Dangerous Weapon on School Property** – defined as a firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length (as measured from point where handle ends), a pocket knife opened by a mechanical device, iron bar or brass knuckles. Further, consistent with the Federal Gun-Free Schools Act, 20 USC 3351, consistent with the definition of the term “weapon” defined by 18 USC 921 including, but not limited to, any weapon, (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by action of an explosive; or any destructive device which includes any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1¼ ounce, or mine.

The following violations, although not required, are mandatory expulsions still permitted under state law at the sole discretion of the district:

5. **Possession of A Dangerous Weapon on School Property** – BB guns, pellet guns, and look-alike “toys,” razor blade, or any similar object.
6. **Possession with Intent to Distribute Alcohol/Drugs** – Selling, supplying, delivering, giving away, intending, or otherwise transferring to another person any regulated, controlled or unauthorized substances, including, but not limited to, alcoholic beverages, marijuana, intoxicants, drugs, “look-alike” substances that are misrepresented as drugs to another person, or imitation controlled substances.

Minimum Actions

1. Out-of-school suspension will be set at a minimum of 10 school days.
2. Police will be notified
3. Recommendation for expulsion will be made.

LEVEL IV DISCIPLINE PROCEDURE

The following actions must be taken for all Level IV violations:

1. Conference to include student and administrator. Due process investigation completed.
2. Notification of police.
3. Contact between administrator and parent.
4. Suspension of student pending a hearing by the district.
5. The district will hear evidence at such hearing, and if the student is found to have committed any Level IV offense, s/he shall be permanently expelled, unless (in the case of a weapons offense). The district may still expel, even should one or more of the above conditions be met.
6. The district will refer the expelled individual to the Department of Social Services, Community Mental Health, and criminal justice agencies within three school days, and so notify parents, or the student if s/he is 18 years of age or is an emancipated minor; further, consistent with applicable federal and state laws, the district will refer the expelled individual to the local law enforcement agency and juvenile section of the probate court where appropriate.

7. Parents or legal guardians of students in grade 5 or below may petition for reinstatement after 60 school days, to take effect after 90 school days (provided the weapon is a firearm or a threat has been made with the dangerous weapon) or, may petition for reinstatement at anytime, to take effect after ten school days (when the weapon is not a firearm, and there has been no threat made with the dangerous weapon).
8. Parents or legal guardians of students in grade 6 or above may petition for reinstatement after 150 school days, to take effect after 180 school days.
9. The district may elect to operate a program for Level IV expulsion students. It must be in facilities, or at times, separate from those used for the general student population. The district may also advise parents or legal guardians, in advance, of possible parental actions which might lead to favorable action on a petition for reinstatement.
10. This policy does not diminish the due process rights of those eligible for special education programs and services.

PETITIONING FOR REINSTATEMENT

1. It is exclusively the responsibility of parents or legal guardians (or age of majority students) to petition for reinstatement.
2. Within 10 school days of receiving a written petition for reinstatement, the Board will appoint a review committee, consisting of two Board members, one school administrator, one teacher, and one parent from the district. The Superintendent may prepare and submit information regarding the circumstances of expulsion and any mitigating factors.
3. Within 10 more days from appointment of the review committee, the committee will review the petition, any supporting information, and will submit a recommendation to the Board of Education.
4. The recommendation will be for unconditional reinstatement, conditional reinstatement, or against reinstatement. It must be accompanied by an explanation for the recommendation and of any conditions for reinstatement, and be based on all of the following:
 - a. potential risk of harm to students or staff,
 - b. potential risk of district or individual liability,
 - c. individual's age and maturity,
 - d. individual's school record before the expulsion incident,
 - e. individual's attitude toward the expulsion incident,
 - f. individual's behavior since the expulsion and prospects for remediation, and
 - g. degree of parental cooperation and support, including receptiveness to possible conditions.
5. The Board will make a decision regarding the recommendation at its next regularly scheduled meeting; its decision is final. The Board may require written agreement of parents (or age of majority individual) to specific conditions prior to reinstatement. Conditions may include, but are not limited to:
 - a. behavior contract, which may include contract with an outside agency,
 - b. anger management program or other counseling,
 - c. periodic progress reviews, and
 - d. specified immediate consequences for failure to abide by a condition.

PROCEDURE IN CASES OF DISCIPLINARY ACTION OR SUSPENSION OF TEN SCHOOL DAYS OR LESS

1. When an administrator determines to impose disciplinary action or a suspension of ten school days or less, the administrator will inform the student of the specific misconduct that is the basis for the disciplinary action/suspension.
2. The administrator will permit the student a reasonable opportunity to present any relevant information to the administrator who is issuing the disciplinary action/suspension.

LONG TERM SUSPENSION* OR EXPULSION PROCEDURES ***ELEVEN (11) OR MORE SCHOOL DAYS**

Pre-hearing:

Recommendation for Long Term Suspension or Expulsion

Step One: (Investigation)

Building administrator investigates and decides that suspension for 11 or more days or expulsion is warranted. A packet is compiled, scanned and emailed to the Deputy Superintendent, which includes the written recommendation for long term suspension or expulsion.

Step Two: (Correspondence)

The student and parents receive written notification which includes the following information:

1. the charges against the student
2. the recommended disciplinary action (long-term suspension or expulsion)
3. the fact that a hearing will be held before the Deputy Superintendent
4. the procedures to be followed at the hearing
5. the right to representation at the hearing by an attorney

Step Three: (Scheduling the hearing)

Ideally, the long-term suspension/expulsion hearing should take place before the initial maximum 10 day suspension period is exhausted. However, if scheduling conflicts prohibit this to occur, the building administrator may decide whether the student's presence in school would present a danger to the student himself/herself, or to other students, school personnel or the educational process. In the case where it would present a danger or disruption, the student shall remain out of school pending the decision of the Deputy Superintendent of Schools. If the student would not present a danger or disruption as described above, the student may be returned to school pending the decision of the Deputy Superintendent. Schoolwork will be provided throughout all suspension periods or extended days out of school.

Hearing

A hearing before the Deputy Superintendent of Schools will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the principal's recommended disciplinary action will be imposed. If the student and his/her parent(s) or guardian notify the district that they waive their right to a hearing before the Deputy Superintendent of Schools, the principal's recommended disciplinary action shall be imposed.

The Deputy Superintendent of Schools may amend the principal's recommendation based on evidence presented at the hearing. This amendment may include the imposition of a greater or lesser penalty than recommended by the principal.

Voluntary Agreements of Discipline

At any time during the disciplinary proceedings, the Deputy Superintendent may enter into a written contract with the student and his/her parent(s) or guardian, creating an agreement and settlement of the matters. In such cases, the written agreement shall be final and binding and may not be later challenged by the Deputy Superintendent or the student and his/her parent(s) or guardian.

Post-Hearing

The Deputy Superintendent of School's decision shall be given orally to the student and parent(s) or guardian within two (2) school days after the close of the hearing and a written decision shall be mailed not later than four (4) school days after the close of the hearing. These timelines, however, may be

extended by the Deputy Superintendent due to extenuating circumstances. The Deputy Superintendent of School's decision shall be final and not subject to further appeal.

MISCONDUCT PRIOR TO ENROLLMENT

1. **Suspension/Expulsion**

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

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

If the act or gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Walled Lake Schools.

2. **Due Process Procedure**

Step One: Pre-hearing Recommendation for Suspension/Expulsion

The building administrator, with the consent of the Superintendent of Schools, or his/her designee, shall make the initial judgment if a student's prior misconduct is of sufficient gravity that the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten disruption to the educational process. If the initial judgment is that the student's presence in school represents such a threat, the student shall be temporarily suspended from school and the student and the parent(s) or guardian shall be notified of:

- a. the prior act of misconduct relied upon by the building administrator which forms the basis for his/her decision to deny attendance;
- b. the building administrator's recommendation regarding the suspension or expulsion of the student;
- c. the fact that a hearing will be held before an impartial school employee (Deputy Superintendent of Schools);
- d. time, place, location and procedures to be followed at the hearing

The student and/or his/her parent(s) or guardian may waive their right to a hearing before the Deputy Superintendent of Schools or designee. In such cases, the principal's recommended disciplinary penalty of suspension or expulsion, as the case may be, shall be imposed.

Step Two: Hearing

If the due process hearing is not waived, the Deputy Superintendent of Schools shall convene a hearing for the purpose of determining if the student's prior act of misconduct is an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Walled Lake School District. If the prior act would be of sufficient basis, and the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten a disruption to the educational process, then the Deputy Superintendent of Schools shall decide the appropriate disciplinary penalty.

The Deputy Superintendent of Schools may amend the charges upon its own motion to conform to the evidence presented at the hearing. Additionally, the Deputy Superintendent of Schools may impose a greater or lesser penalty than that recommended by the building administrator. The Deputy Superintendent of Schools' decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing. If possible, a written decision shall be mailed not later than four (4) business days after the close of the hearing. These timelines, however, may be extended by the Deputy Superintendent due to extenuating circumstances.

3. **Administrative Procedures**

The administration shall implement procedures to ensure, to the extent practical, that a student, upon enrollment, has not committed an act of gross misdemeanor, or other misconduct, prior to attending the Walled Lake Schools, which gross misdemeanor or misconduct would represent a threat to the health and safety of students and/or employees or threaten disruption to the educational process.

4. **Disclosure of Information at Time of Enrollment**

At the time of enrollment, a student, parent(s) or guardian shall not give false or incomplete information, or fail to disclose information, relative to a student's prior act of gross misdemeanor, or other misconduct. A violation will result in disciplinary proceedings being initiated against the student.

5. **Right of Placement**

The District maintains the Right of Assignment for all students.



Walled Lake Consolidated School District

Teacher-Imposed Student Suspension

Submit to School Principal

Form A

Student Name: _____

Teacher: _____ Date: _____

Class, Subject or Activity: _____

A teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student engages in conduct prohibited by the district's Student Code of Conduct Levels II and above.

Describe the form/manner in which the student was warned that if the behavior continued

The student would be suspended: _____

The above named student was suspended from my class, subject or activity because the student:

The above named student will be permitted to return to my **next** scheduled class, subject or activity,

Date: _____ Time/Period: _____.

I understand I will make personal contact with the student's parent or guardian and schedule a parent/teacher conference.

This contact will be made as soon as possible after the teacher-imposed suspension but not later than the next school day.

Teacher Signature: _____ Date: _____


Walled Lake Consolidated School District

Teacher-Imposed Student Suspension

Parent/Teacher Conference Report

Form B

A teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student engages in conduct prohibited by the District's Student Code of Conduct Levels II and above.

Student: _____ Parent: _____

Teacher Imposed Susp. Date: _____ P.T.C. Date: _____

Teacher: _____

Attendees: _____

A parent/teacher conference was held to discuss the suspension I imposed. At the conference we discussed:

Parent Comments: _____

Student Comments: _____

Plan for Improvement: _____

Student Signature: _____ Parent Signature: _____

Teacher Signature: _____

Other Attendees: _____



Walled Lake Consolidated School District

Academic Integrity Policy and Contract

In order to maintain an academic climate conducive to each student's success in the pursuit and transmission of knowledge, the secondary schools in Walled Lake have established a set of academic standards for all of their students. We want all students to develop into strong leaders and students who are well prepared for the challenges of lifelong learning. The development of academic integrity is critical for personal success not only today but for tomorrow. As such, we have the following standards with regard to academic integrity.

Academic Integrity

Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and resist peer pressure to violate these high standards of integrity. Students are expected to use honest methods to fulfill academic expectations and responsibilities. Whenever students have any questions about this procedure or any procedure, they should ask their teachers, counselors, or administrators. Academic dishonesty is defined as: cheating, plagiarism or otherwise obtaining grades under false pretenses.

As stated in the *Walled Lake Student Code of Conduct*, academic dishonesty is engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or 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 representing it as one's own original work.

Academic Dishonesty includes but is not limited to:

- Copying another student's work, including electronic and visual mediums,
- Submitting copied information from the Internet,
- Providing homework to another student,
- Disclosing test-related material,
- Dishonest actions reported by the teacher, and
- Using or possessing "crib" or "cheat" notes, or accessing text when not permitted on quizzes and tests.

Plagiarism includes but is not limited to:

- Copying another student's work or previously published material or ideas from any source and submitting them as one's own,
- Allowing a student to copy one's work,
- Intentionally or inadvertently leaving your written work available in a place that makes it possible for someone to copy, sending it electronically to someone, or lending someone a notebook, a paper, or disk that contains your written work,
- Altering words or the order of words from another source and submitting them as one's own,
- Submitting work written by college students, former students, tutors, friends, or other adults as one's own, and
- Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.

We have read, understand and agree to all the rules and language of the Academic Integrity Policy and Contract for Walled Lake Secondary Schools.

Student Acknowledgement and Understanding:

I have read, understand and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines stated.

Student Name (please print clearly)

Student Signature

Date

Parent/Guardian Acknowledgement and Understanding:

I have read and understand the academic integrity policy and stated expectations for my child and agree to support the integrity of honest academic work. I understand that participation in my student's education will help determine his/her likelihood of success in school. Therefore, I will monitor and support my student in his/her studies. I agree to be accessible and readily available to any instructor to discuss my student's progress and development. Failure to follow these policies may result in consequences as set forth in the *Student Code of Conduct*.

Parent/Guardian Name (please print clearly)

Parent/Guardian Signature

Date


Walled Lake Consolidated School District
Academic Integrity Policy and Contract Consequences

Middle School

First Offense:

- Referral to the counselor or assistant principal.
- Parent contact by the teacher, assistant principal or designated staff.
- Contract established with signatures by parent/guardian and student, indicating understanding of consequences for further offenses.
- Student must acknowledge and self-evaluate the behaviour.
- Student needs to help develop a plan so the situation does not repeat.
- Reduction in points and or failing grade on the assignment/test/quiz.
- Record in the student's discipline file.

Second offenses: (in the same or different class throughout a student's middle school career)

- Institute and put forth the consequences listed under first offense.
- Additional one to three day in/out of school suspension.
- Assign additional academic consequences as deemed appropriate by administration and teacher of record.
- Assign additional academic make up assignment(s).

Note: At any stage of this process, the student may be disciplined in another area listed in the *Walled Lake Student Code of Conduct*.

High School

First Offense:

- Referral to the counselor or assistant principal.
- Parent contact by the teacher, assistant principal or designated staff.
- Contract established with signatures by parent/guardian and student, indicating understanding of consequences for further offenses.
- Zero points and or failing grade on the assignment/test/quiz.
- Record in the student's discipline file.
- Information shared with National Honor Society as deemed appropriate.
- Further consequences as deemed appropriate as listed in the *Walled Lake Student Code of Conduct* under Level II violations.

Second Offense: (in the same or different class throughout a student's high school career)

- Institute and put forth the consequences listed under first offense.
- Additional one to three day in/out of school suspension.
- Notify all coaches/directors of all co-curricular activities and clubs in which student is involved in.
- Assign additional academic consequences as deemed appropriate by administration and teacher of record.

Third Offense: (in the same or different class throughout a student's high school career)

- Institute and put forth the consequences listed under first and second offense.
- Consult with administration and teacher of record to determine loss credit for the course.
- Additional three to five days in/out of school suspension.
- Removal from all co-curricular activities and clubs for one calendar year.
- Potential ineligibility from athletic competition for one calendar year.

Fourth Offense: (in the same or different class throughout a student's high school career)

- Institute and put forth the consequences listed under first, second, and third offense.
- Additional six to ten days out of school suspension.
- Apply consequences as listed under Level III in the *Walled Lake Student Code of Conduct*.

Note: Depending upon severity or repetition, an offense may be reclassified per administrator discretion.

My signature below reflects that I have read the policy and understand the expectations, procedures and consequences as described above.

Parent/Guardian Name Printed: _____ Parent/Guardian Signature: _____

Student Name Printed: _____ Student Signature: _____

Today's Date: _____

Walled Lake Consolidated School District
Student Use of Cellular Phones, Digital Imaging Devices
and Other Personal Electronic Devices

I. Purpose

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, and other personal electronic devices capable of transmitting data or images.

Michigan law (SB 294 & HB 4218) effective for the 2004-2005 school year, allows local school boards to determine the policy on the use and possession of cellular phones (cell phones) and other electronic signaling devices such as pagers on school campuses.

Furthermore, the WLCSD cell phone policy is provided to balance considerations of student safety and wellbeing with the need to maintain a learning environment free from distractions.

II. Authority

The Walled Lake Consolidated School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

III. Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

IV. Guidelines

Standards for Responsible Use at School, On Buses or at School Sponsored Activities

Respect for the Educational Environment

1. Students may bring cellular phones and other personal communication devices (PDAs) into school buildings on two conditions: first, that parents and students agree to permit District personnel to search the contents of those PDAs whenever they have reasonable suspicion a student has violated the Student Code of Conduct and the PDA contains information concerning that violation; and, second, that students not use PDAs during instructional time. In either case, the District may be required to temporarily confiscate the PDA.
2. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
3. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
4. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, media centers and testing centers, assemblies, and during fine arts performances.
5. Students will not be allowed to leave class in response to any electronic devices.
6. High school students may use cellular phones and other devices if used appropriately and respectfully before and after classes, in common areas such as near lockers or the cafeteria or outside on school grounds. Elementary and middle school students are not permitted to use cellular phones and other electronic devices during the school day.
7. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

8. Cellular phones and other personal electronic devices shall be turned off and kept out of sight during instructional time.

V. Respect for Privacy Rights

1. Students shall not photograph or videotape other individuals at school or at school-sponsored events without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
3. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

VI. Assuring Academic Integrity

Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

VII. Compliance with Other District Policies

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student Code of Conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one (1) district policy, consequences for each policy will apply.



Walled Lake Consolidated School District

Technology Acceptable Use Policy and Guidelines

1. Introduction

This document formalizes the Technology Acceptable Use Policy and Guidelines for the Walled Lake Consolidated School District, further known as (WLCSD), Network, technology equipment, resources, and other electronic or social media used for WLCSD-related purposes. All persons using the WLCSD Network, technology equipment, resources, or other electronic or social media, further known as (user/users), are covered by this policy and are expected to be familiar with its provisions.

2. User Responsibilities

It is the responsibility of the user using WLCSD technology equipment, Network, resources, or other electronic or social media to read, understand, and follow the Technology Acceptable Use Policy and Guidelines. In addition, users are expected to exercise reasonable judgment in interpreting the Technology Acceptable Use Policy and Guidelines and in making decisions about the appropriate use of WLCSD technology equipment, Network, resources, or other electronic or social media. Any user with questions regarding the application or meaning of the Technology Acceptable Use Policy and Guidelines should seek clarification from the WLCSD Information Technology department. Use of WLCSD technology equipment, Network, resources, or other electronic or social media shall constitute acceptance of the terms of the Technology Acceptable Use Policy and Guidelines.

2A. WLCSD Administrator Responsibilities

It is the responsibility of a WLCSD Network Administrator to ensure that only employees and students in the WLCSD are registered users of the WLCSD Network. Each building administrator is responsible for making certain that their employees and students understand and abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If an administrator has reason to believe that a user is misusing WLCSD technology equipment, Network, resources, or other electronic or social media, the administrator has the right to request that a WLCSD Network Administrator allow the WLCSD Assistant Superintendent of Human Resources and/or WLCSD Superintendent designee, to access the user's account in order to review the use of the WLCSD technology equipment, Network, resources, or other electronic or social media by the user. It is also the responsibility of a WLCSD Network Administrator to report any misuse of the WLCSD technology equipment, Network, resources, or other electronic or social media to the WLCSD Assistant Superintendent of Human Resources, and/or WLCSD Superintendent Designee.

2B. WLCSD Educator Responsibilities

It is the responsibility of educators who are using the WLCSD Network, technology equipment, resources, or other electronic or social media to teach students about safe and responsible use of

the Internet and WLCSD Network, technology equipment, resources, or other electronic or social media. Educators are responsible for monitoring students' use of the WLCSD Network, technology equipment, resources, or other electronic or social media and to intervene if students are using WLCSD Network, technology equipment, resources, or other electronic or social media inappropriately. Educators should make sure that students understand and abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If an educator has reason to believe that a student is not complying with the Technology Acceptable Use Policy and Guidelines, the educator has the right to request that a WLCSD Network Administrator allow the educator to access the student's WLCSD Network account in order to review the use of WLCSD Network or other electronic or social media by the student. It is also the responsibility of the educator to report any non-compliance to the educator's WLCSD building administrator or supervisor.

2C. WLCSD Student Responsibilities

It is the responsibility of students who are using WLCSD technology equipment, Network, resources, or other electronic or social media, to learn about safe and responsible use of the Internet and WLCSD technology equipment, Network, resources, or other electronic or social media. Students are responsible to use WLCSD technology equipment, Network, resources, or other electronic or social media appropriately. Students must abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If a student does not comply with the Technology Acceptable Use Policy and Guidelines, the WLCSD has the right to discontinue the student's privileges to WLCSD technology equipment, Network, resources, or other electronic or social media and to impose discipline, if warranted.

3. Acceptable and Unacceptable Uses

The WLCSD Network resources available to WLCSD users are to be used for WLCSD educational purposes only. Users should not use the resources of the WLCSD Network to store any files that are not for WLCSD educational purposes.

It is unacceptable for users to use the WLCSD Network, technology equipment, resources, or other electronic or social media for:

- furthering any political or religious purpose
- engaging in any commercial or fundraising purposes
- sending threatening or harassing messages
- gaining unauthorized access to technology or telecommunications networks
- interfering with the operations of technology equipment, Network, resources, or other electronic or social media, including placing a virus on any technology equipment or

Network

- accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials
- intercepting communications intended for other persons
- attempting to gain unauthorized access to any WLCSD technology equipment, Network, resources, or other electronic or social media
- logging in through another user's account or attempting to access another user's password or files
- sending defamatory or libelous material concerning a person or group of people
- furthering any illegal act, including infringing on any intellectual property rights
- downloading, uploading, or distributing any files, software, or other electronic or social media that is not specifically related to a WLCSD educational project, including, but not limited to, MP3 or other music files
- downloading, uploading, or distributing any files, software, or other electronic or social media in violation of Local, Federal or State copyright laws
- downloading any files or software without consent of the WLCSD Information Technology department

As with any other form of communication, WLCSD technology equipment or Network may not be used to transmit or store messages or other data that are inappropriate under existing WLCSD policies, such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data on WLCSD technology equipment or Network that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users may not create, send, or store messages on WLCSD technology equipment or Network pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort on WLCSD technology equipment or Network. Users must refrain from using WLCSD e-mail for sending mass e-mails unrelated to WLCSD educational purposes.

4. Other Electronic or Social Media

WLCSD users who use social media (including, but not limited to: Facebook, Twitter, etc.) for educational and other WLCSD-related purposes are bound by the Acceptable and Unacceptable Uses stated in this document (Paragraph 3). Given the nature of electronic and social media, the following additional WLCSD standards and rules are applicable:

1. WLCSD employees who wish to use social media for educational or other WLCSD-related purposes must obtain advanced approval from the employee's building

administrator or supervisor. WLCSD employees who began using social media for educational or WLCSD-related purposes before July 1, 2011 must obtain approval from the employee's building administrator or supervisor before continuing to do so.

2. WLCSD employees who use social media for educational or WLCSD-related purposes must provide the employee's building administrator or supervisor with full review to the employee's sites and posts and the posts of the employee's correspondents.
3. WLCSD employees may not combine educational/business sites and communications with personal sites or communications.
4. WLCSD employees must identify themselves by name, as opposed to communicating anonymously or by an alias.
5. WLCSD employees and students must bear in mind that electronic and social media are not private and that posts may be accessed years later. For these reasons, communications on electronic and social media will be held to the same standards as communications at school.
6. WLCSD employees may not participate in personal use of social networking activity during work hours.

5. No Expectation of Privacy

WLCSD resources, sites and posts used for WLCSD educational or WLCSD-related purposes are the property of WLCSD and are to be used in conformance with the Technology Acceptable Use Policy and Guidelines. A WLCSD Network Administrator, and/or other WLCSD designee, retains the right to inspect any user's Network Home Directory (H: Drive) and the files it contains, or any user's E-mail. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved from the WLCSD Network. In addition, a WLCSD Internet Firewall automatically checks all data moving between the local area Network and the Internet and logs the sending and receiving destinations on the WLCSD Network. Use of the WLCSD technology equipment, Network, resources, or other electronic or social media for WLCSD educational or WLCSD-related purposes constitutes consent for WLCSD Network Administrators and/or other WLCSD designee to monitor and/or inspect any files that users create, any messages users post or receive, and any web sites users access.

6. Software Deployment and Installation

All software installation on WLCSD technology equipment, Network, or devices must be performed by the WLCSD Information Technology department exclusively. No other user may install software on WLCSD technology equipment, Network, or devices. Software programs and technology equipment which are being evaluated for standardization and/or installation on any WLCSD technology equipment, device or

Network server must be reviewed by the WLCSD Information Technology department for compatibility, resource allocation and deployment. In order to comply with Local, Federal, and State copyright laws, all software requested to be installed on WLCSD technology equipment, Network, or devices must have appropriate license documentation on file with the WLCSD Information Technology department.

7. Passwords

Each user shall be required to use and maintain a password that was created according to WLCSD guidelines. The password is to be used to access the WLCSD technology equipment, Network, and any other resources that reside within the WLCSD Network and require password access. Users must take precautions to maintain the secrecy of the user's password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. WLCSD users are responsible for all activity inside their accounts.

8. Violations

Failure to observe these Violation guidelines may subject users to disciplinary actions, including but not limited to termination of the user's WLCSD Network account(s). The WLCSD will notify building or organization administrators of any inappropriate activities by any and all users. The WLCSD will also advise law enforcement agencies of illegal activities conducted through WLCSD technology equipment, Network, or other electronic or social media used for WLCSD educational or WLCSD-related purposes and will cooperate fully with Local, State, or Federal officials in any investigation related to illegal activities.

9. Disclaimers

The WLCSD makes no warranties of any kind, either expressed or implied, for WLCSD technology equipment, Network, services, resources, or other electronic or social media. The WLCSD is not responsible for any damages incurred, including, but not limited to: loss of data resulting from any delays or any interruption of service, any loss of data stored on WLCSD technology equipment, Network, resources, or other electronic or social media, or damage to personal property used to access WLCSD technology equipment, Network, resources, or other electronic or social media; for the accuracy, nature, or quality of information stored on WLCSD technology equipment, Network, or resources, or other electronic or social media, gathered through the WLCSD Network or the Internet; for unauthorized financial obligations incurred through WLCSD provided technology equipment, Network, resources, or other electronic or social media access. Further, even though WLCSD may use technical or manual means to limit student access, these limits

do not provide a fool-proof means for enforcing the provisions of this Technology Acceptable Use and Guidelines. All provisions of this WLCSD Technology Acceptable Use and Guidelines agreement are subordinate to Local, State and Federal statutes.

This policy is in compliance with State and Federal telecommunications rules and regulations. The district is CIPA compliant.

WLCSD technology equipment must be cared for and maintained in a professional manner. Failure to comply may result in restitution and/or disciplinary action.

I understand and agree to the WLCSD Technology Acceptable Use Policy and Guidelines as stated above. I also understand that failure to comply with the WLCSD Technology Acceptable Use Policy and Guidelines may be grounds for disciplinary action and/or deactivation of WLCSD Network accounts.

Signature

Print Name Here

Building

Date (MM/DD/YY)

