

# **Livonia Public Schools Elementary Handbook**



**LIVONIA**  
PUBLIC SCHOOLS

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## ABSENCES

In the event of an all-day student absence, parents/guardians are responsible for contacting the school to verify the absence. Student absences must be reported to the school **by the end of the school day, on the date of the absence**. If the absence is not reported by a parent/guardian, the student absence will be considered unexcused. When calling in an absence, please provide the following information:

- Caller's name
- Student's name
- Name of student's teacher
- Reason for absence
- Number of days student will be absent

Courtesy attendance calls will continue to go out in the morning about 10:00 a.m. on the date of an absence. If you receive a call and have already verified your child's absence, please disregard the message.

If your child is tardy or absent in the morning only, when your child is checked in for the remainder of the day, this will serve as attendance verification for AM-only absences. PM absences will be verified by the parent/guardian when the child is picked up from school. PM courtesy attendance calls will be sent about 2:00 p.m. for students who are absent in the afternoon.

## AFTER-SCHOOL ACTIVITIES/EVENING EVENTS

Students are expected to exhibit high standards of behavior at all times. All school rules apply at after-school and evening activities. Leaving the school without adult supervision is prohibited.



## AFTER SCHOOL PICKUP

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

## ARTICLES NOT ALLOWED IN SCHOOL/ON BUS

The following items are NOT to be brought to school. Any item that is potentially disruptive to the school environment or is potentially harmful to self or others should not be brought to school.

1. Electronic items such as personal televisions, cameras, laser light pens, two-way radios, etc.
2. Squirt guns, squirt pens, squirt rings, water balloons, any item used to propel a liquid at another person, or toys.
3. Snap-n-pops, cap pistols, fireworks, stink, smoke, or paint bombs, or any other noise or odor maker.
4. Magazines, posters, pictures, stickers, or signs which could be considered to be obscene or inappropriate.
5. Hair sprays, breath sprays, any pump liquid, and any aerosol cans.
6. No glass bottles should be brought to school. No open beverage containers are allowed in the school building, except in the cafeteria.

7. Matches, lighters, cigarettes or any other tobacco, alcohol, caffeine pills, drugs (legal or illegal), drug paraphernalia, or anything else which might cause harm to yourself or others, or anything which might disrupt the school.

If a student wishes to bring anything to school which is unusual or special for a class, permission should be obtained from the teacher and/or Principal.

## ATTENDANCE

Regular, consistent attendance at school is important to academic progress and future habits related to employment success. Attendance and tardy patterns of individual students are monitored and parents will be contacted if either is excessive.

## BICYCLES

We recommend all children follow the safe bicycle guidelines below. The specific building guidelines governing bicycles on school property will be determined by the principal of each school. Parents are encouraged to review these guidelines with their child.

- The district urges the use of protective helmets to significantly reduce the frequency and severity of bicycle and other sports-related head injuries.
- Upon reaching the school sidewalks, students must walk their bikes to the bike rack.
- Bicycles must not be ridden or walked through the parking lots.
- Bike riding on school property is prohibited during school hours.
- Bikes must be placed in the bike racks with an individual lock on each bike.
- Students are expected to wear bike helmets.
- Safety standards and bicycle etiquette will be followed when riding a bicycle to school.



Failure to follow these rules may result in losing the privilege. Skateboards, rollerblades, roller shoes and scooters are not allowed on school property. Your child's safety is our greatest priority.

<http://www.nhtsa.gov/Driving+Safety/Bicycles/Bicycle+Safety+Activity+Kit> is a website from the National Highway Traffic Safety Administration which contains many resources on bicycle safety.

## BUS BEHAVIOR

Bus service is provided for transporting children who are not within safe walking distance to and from school. Because one driver must supervise a number of children and drive at the same time, it is necessary to enforce firm rules of bus behavior. LPS buses are equipped with monitoring cameras. The Board of Education believes that bus transportation is a privilege and not a right.



### **Bus Safety:**

1. Follow the bus driver's directions, without argument or discussion.
2. Stay seated.
3. Use quiet voices - no yelling or swearing.
4. Keep hands and feet to yourself.
5. Eating, drinking, and gum chewing is prohibited.

6. Orderly behavior is required at the bus stop.
7. Keep hands and objects inside the vehicle at all times.

### **Consequences:**

Step 1: Warning

Step 2: Second warning - move student to a seat near the driver (conference with driver)

Step 3: Assigned seat (permanent)

Step 4: Referral to principal, which could result in loss of bus privilege.

Severe Clause: IMMEDIATE REFERRAL TO PRINCIPAL (Example: damage to bus, etc.)

As parent/guardian, you are also urged to review the rules with your children. By working together we can help assure that each child's trip to and from school will be safe and orderly for one and all.

## **CELL PHONES**

Students are not to use electronic items including cell phones in school unless authorized by the building administration/ appropriate staff. These items are frequently noisy and may be disruptive to the educational environment. Bringing cell phones to the school by students is not recommended; however, the administration recognizes that cell phones are a desirable and convenient means of communication between parents and their children. Thus, authorized cell phone use is defined below:

1. Cell phones are not to be turned on, seen, heard, or used in the school building without permission.
2. The school is not responsible for lost, stolen, or damaged cell phones.
3. Carrying cell phones on the student is not allowed without staff permission.
4. Portable devices may be used on the bus at the driver's discretion.
5. At **NO TIME** is it permissible to take photographs or videos of students or staff members. This violates multiple handbook policies and may result in suspension.

Students found in violation of the guidelines stated above will have their cell phone confiscated for the remainder of the day. The student may pick up the phone before going home. The student could face disciplinary action for repeat offences.

## **COMBINATION CLASS**

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

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

## **COMMUNICABLE DISEASES**

Parents are asked to notify the school office if their child has contracted a communicable disease. Our school follows the procedures set forth by the Wayne County Health Department guidelines. Guidelines can be found at <http://www.waynecounty.com/hhs/cd.htm>

## DISCRIMINATION

The School District prohibits unlawful discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, age, height, weight, marital status, or handicap in any of its education programs or activities.

## DISMISSAL DURING REGULAR SCHOOL DAY

Students who must leave school during the instructional day, must be picked up by their parents at the school office. Parents should not send another person to take a child out of school without a phone call and/or a note. Students will not be released to anyone whose name is not on the pink emergency card, unless the office has been contacted. Identification may be requested. Under no circumstances will a child be permitted to leave school alone except at the regular dismissal time. Parents should not pick up students from the playground. We request that all dismissal arrangements/changes be made prior to the last fifteen minutes of school.

## DRESS CODE

Students will be expected to dress in a manner appropriate for the elementary school. Any type of dress or grooming which is unsafe or disruptive to the learning environment will not be permitted.

- Hats and hoods will not be worn in school unless for religious or medical reasons. Exceptions may be made during various 'Spirit Days.'
- It is recommended that students wear closed toed shoes to school.

**Athletic shoes are required during physical education classes.**



Livonia Public Schools' Dress Code states: "students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good learning environment. A student's mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When, in the process, or constitutes a threat to health or safety, the student shall be required to make modifications." **See Board Policy.**

## EMERGENCY CARDS (PINK CARD)

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

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

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

## EMERGENCY CLOSING OF SCHOOL

Should Livonia Public Schools need to close due to inclement weather, the announcement would be made on radio stations WJR 760 AM, WWJ 950 AM, and television stations WJBK channel 2, WDIV channel 4, WXYZ channel 7, and WKBD channel 50. Please listen for mention of Livonia Public Schools.

If the school is closed during the regular school day, parents will also be notified via the same automated phone system and email that is used to make notifications throughout the year. It is important to keep your emergency contact information (phone numbers and email) up to date. In addition, school closures are posted on social media (Facebook and Twitter).

It is important to have several alternate adults authorized to pick up your child listed on their emergency card. Even in the event of an emergency closing, your student will NOT be released to anyone other than an authorized person on your student's emergency card. Consider adding a trusted neighbor or your student's friend's parents.

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

If your student is moved to an alternative site, be sure to bring some form of picture identification to the site when you pick them up. The persons responsible for approving the release of your child may not be familiar with you. Photo identification will help them assure that your student is only released to an authorized person.

## EMERGENCY DRILLS



Fire, severe weather, and lockdown drills are conducted periodically throughout the school year. Detailed escape plans are posted for fire and tornado drills inside each classroom. A parent school emergency guide is posted on the district web page.

## FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Field trips are for members of a designated class or classes. Siblings, friends, or relatives, other than a chaperone, may not attend. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms and provide pertinent information. Parents are encouraged to attend field trip outings with their children.

It is necessary for all parents/guardians who will be driving and/or chaperoning field trips to provide information for a criminal background check. The form is available at the school office. All of the forms will be sent to the Board of Education Office where the information will be entered into the ICHAT database. This database is available for all LPS schools to access as appropriate. Only the Administrator of Public Safety is authorized to access the ICHAT database on behalf of the School District. Our school will receive a list of authorized persons eligible to drive/chaperone field trips.



Persons may elect not to be screened. Please note if you are not screened, you will not be able to drive any children other than your own on school field trips, nor will you be eligible to chaperone.

## GOING HOME WITH ANOTHER STUDENT

If a child is to go to a friend's house for lunch, or after school, a note from the parents of **EACH** student involved should be sent to school. The written note is our way of ensuring that there is no confusion. The teacher will send the notes to the office first thing in the morning. It is very important that these social arrangements are a family responsibility. It is often very difficult to reach parents during the day and students lose valuable instructional time while they attempt to reach parents. **If there are a significant number of guest riders for a given day, not all requests may be accommodated.**

## GUN-FREE SCHOOLS

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

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

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

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

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

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



# HARASSMENT OF STUDENTS

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



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

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

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

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

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

## HOMEWORK

Daily Assignments: Homework, when assigned, is usually designed to provide needed practice on the application of a skill or concept already taught at school. In addition, students may be assigned projects requiring work outside of school.

Make-up Assignments: In the case of illness, students are expected to make up any missed assignments within a reasonable amount of time, to be determined by the teacher.

Vacation Homework: Parents are strongly encouraged to schedule vacations at times when school is not in session and to avoid having children miss classroom instruction.



Homework assignments do not substitute for missed instruction, but provide practice on skills and concepts already learned. If it is impossible to schedule a vacation at a time when school is not in session, please recognize that teachers will **NOT** be able to assign work based on classroom instruction that has not yet taken place. We do not provide vacation homework.

## INJURY AND/OR ILLNESS

Whenever a pupil is sick or injured in school, the parents are contacted to make arrangements for their child's care. In the event that we cannot reach the parents, the school will call the person designated on the Emergency Care Card.

- a. Students will not be permitted to leave school alone.
- b. Adults picking up children at school must report to the office.

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

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

According to the Michigan Department of Health, a child should not return to school until there has been 24 hours of no fever, vomiting, or diarrhea without the use of medication.

## LPS TIP HOTLINE

If you are concerned that someone might do something hurtful to anyone in the district, please call the OK2SAY hotline.



OK2SAY is a 24 hour program designed to empower Michigan students, parents, school personnel, community mental health service programs, and law enforcement to share and respond to student safety threats.

Upon receiving a tip, specially trained OK2SAY technicians address the immediate need and forward the information to the appropriate responding organization. Tips will go to schools, local law enforcement agencies, community mental health agencies, or the Michigan Department of Health and Human Services.

**It is preferred that the Okay2Say tipline be contacted. Okay2Say is staffed 24 hours. The LPS Tip Line is only reviewed during business hours.**

Phone line 1-855-565-2729

Text to 652729

Email: [ok2say@mi.gov](mailto:ok2say@mi.gov)

LPS TIP HOTLINE 734-744-2545

## LOCKERS, DESKS, and MAILBOXES

Most students are assigned mailboxes, desks and/or lockers in which to store school materials. The students are responsible for their belongings in the mailbox, desk, and locker. If a student is found entering a mailbox, desk or locker that is not his/hers or bothering the items in another person's mailbox, desk or locker, he/she will be subject to disciplinary action.



The contents of a student's desk and/or cubby may be examined by school personnel at any time. The use of an assigned locker is a privilege. The locker is the property of the school district and school personnel may enter the locker from time to time and inspect the contents therein without notice to or the approval of the student. Illegal drugs, marijuana, alcohol, weapons, other dangerous instruments and any items prohibited by the school that are contained in the locker may be seized by school personnel and used as evidence in a suspension or expulsion hearing and in addition, these items may be turned over to the proper police authority.

## LOST AND FOUND



All clothing found in or around the school grounds, regardless of its value, is placed in the lost and found bin. Money, jewelry, or any other articles of value are turned into the office. Please check the lost and found bin regularly for items lost. "Livonia Public Schools does not accept liability for items brought to school that are lost, stolen, or damaged." Items not claimed will be donated.

## LUNCH PROGRAM

Students may be able to receive meals free or at a reduced price. Applications are available in the office. Balances accrued before a free/reduced application has been approved are the responsibility of the parent.

During the lunch period, students are expected to observe established rules and regulations. Students are expected to follow the direction of adults in charge or volunteering. Students must have adult permission to leave the playground or classroom. Parents will be contacted if their child is experiencing some difficulties.



## LUNCH TIME PROCEDURES

1. Students leaving for lunch must be checked out by an adult indicated on their Emergency Card.
2. Upon returning from lunch, students must be checked in through the main office.
3. Always walk when entering or leaving the lunchroom or while in the lunchroom.
4. Students are responsible for cleaning the table and the surrounding area following their lunch.
5. Understanding that food allergies are a health concern, students should not trade or share lunches.
6. All food and beverages must be consumed in the cafeteria.
7. Students will use appropriate manners in the lunchroom. Examples would be using indoor voices, not throwing food, and staying seated while eating.

## MEDIA AUTHORIZATION

Livonia Public Schools Uses all available media to showcase our school district and the achievements of our students. We do this through a variety of means, including web, print marketing materials, newsletters, press releases, local cable TV and coverage in local print and broadcast media.

Livonia Public Schools offers an **Opt-out** form for families that would like to restrict their student(s) name and/or images from being used in school district information.

## MEDICATIONS IN SCHOOL



Livonia Public Schools' policy on medication states that "under no circumstances should any school employee attempt to suggest a diagnosis or prescribe or give medicine of any kind, including aspirin, to a student."

If it is absolutely necessary for the child to have medication during the school day, the parents may come to school and give the medicine themselves or have their physician fill out and sign a special permission form (available at the school office) that will allow school personnel to administer the medicine. Please do not send medication to school without the form. This includes any over-the-counter medications, such as cough drops, aspirin, etc. Because of obvious dangers to other pupils, children are not to carry any medicine with them in school to take at their own discretion, with the exception of inhalers and the principal's approval.

Please note that a new medication form may be required to accommodate special situations like field trips. Parents will be contacted in such situations.

### Medication Guidelines:

1. It will be an ongoing objective to promote cooperation between the home and Livonia Public Schools concerning student medication. While medications may be necessary and may be prescribed at intervals during the day, whenever possible, the medication should be adjusted to avoid the necessity of administration during school hours.
2. However, a school administrator, teacher or other school employee designated by the school administration may administer medication to a student only in the presence of another adult, pursuant to written permission of the student's parents or guardian and only in compliance with the written instructions of a physician.
3. An authorization form is to be completed by the student's physician and parent or guardian and returned to the building principal before administration of medication by school personnel occurs. The authorization form may be picked up at the school office.
4. It will be the student's responsibility to make contact with the designated staff member for the administration of medication unless other arrangements have been agreed to by a school administrator.
5. "As needed" medication requires a physician's statement specifying dosage limits.
6. All medications to be administered at school must be in an appropriately labeled container. (Must specify student name, medication name, and dosage to be given.)
7. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.

8. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. The parent or guardian is requested to contact the building principal to make arrangements as necessary.
9. All medications which are brought to school must immediately be turned in to the school office by the parent/guardian.
10. Individual exceptions to these procedures must be approved by the building administrator.
11. All medications/supplies not picked up by the last day of school will be disposed.

## PARENT-TEACHER CONFERENCES



Parent-teacher conferences occur during the first marking period. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

## PETS

For the safety and protection of our students, all pets (including dogs – regardless of size and breed) are not allowed on school property during school hours, even if the pet is on a leash. Animals are used for educational purposes to support child development and curriculum throughout the school year.

## PLAYGROUND

Students are to walk in the equipment area, and use the equipment in a safe manner. Students may throw any type of school playground ball or softball in an organized game. Any other object, such as stones, found on the playground may not be used in play, or thrown. Sports or games involving rough body contact, such as tackling, are not permitted. Students must follow playground rules as outlined and directed by playground supervisors.

### Playground Recess Rules:

1. Students must participate in a recess activity unless a parent sends a doctor's note with a specific reason for the student to remain inside.
2. Use kind words.
3. Use appropriate language. Swearing or name-calling will not be tolerated.
4. Stay within the playground area.
5. Stay away from puddles, mud, and ice.
6. Pretend fighting is not allowed.
7. Ask for permission from the adult on duty before entering the building or retrieving a ball from the surrounding areas of the playground.
8. If you or another student is injured, please report the injury to the adult on recess duty.
9. Return recess equipment to the appropriate places.

Recess is part of our daily program and all children are expected to go outside with their classes. If a student has been ill, a parent may send a note and request he/she not participate. The student may remain inside for ONE day, but beyond this period, a doctor's excuse is required. It is important that children be appropriately dressed for the existing weather conditions. Students are expected to follow

the behavior guidelines in the student handbook during recess. "It is the Livonia Public Schools practice that elementary school students will remain indoors when the temperature with the wind chill falls below 15 degrees Fahrenheit."

## **PUBLIC DISPLAYS OF AFFECTION – PDAs**

Close physical contact is not appropriate for students in an educational setting. Students should keep their hands to themselves. Holding hands, arms around waists, hugging, and kissing are examples of behaviors that are not acceptable.

## **SOCIAL MEDIA GUIDELINES FOR STUDENTS**

In the Livonia Public Schools, our Shared Vision puts forth that we want a school district where we "respect, value, empower and trust one another" and where we want students to be "persons of character who are contributing members of society and lifelong learners." To that end, the District has developed a series of social media guidelines for students, designed to promote "positive digital citizenship" and help students better navigate the ever-changing social media landscape. These guidelines are designed to empower our students, helping them leave a positive digital footprint and powerfully enable them to be prepared for "future education and career opportunities."

**Be empowered.** Share with us your ideas and talents. Amaze us, amaze the rest of the world.

**Be respectful.** Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. What is inappropriate in the classroom is inappropriate online.

**Be aware.** Make smart choices and be cautious about what you post and always keep your safety and the safety of others in mind when posting. What you contribute leaves a digital footprint for all to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

**Be safe.** Never give out personal information. Use good judgment. Regardless of your privacy settings, assume that all of the information you have shared is public information.

**Be thoughtful.** Not everything you think has to be posted to the world. Take the extra second to think if you really want to say this to the world, for all time. Is it something you'd be prepared to defend tomorrow, in the presence of the person you're saying it about?

**Be kind.** Life is too short for wasted anger. The written word has a permanence the spoken one may not. Do not let a moment of anger become a situation that lasts a lifetime.

**Be reasonable.** Tone and intent can be hard to understand sometimes in a written form. Take the extra moment to make sure that you understand what the other person meant, not just what they wrote.

**Be authentic.** Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. It is a violation of copyright law to copy and paste other's thoughts. Additionally, pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

**Be inquisitive.** The landscape of social media is always changing. Stay ahead of the changing trends to make sure that these guidelines are a beginning, not an ending.

**Be yourself.** Genuinely represent yourself in public in a way that you will be proud of today, tomorrow, and every day down the road.

## STUDENT ACCIDENT INSURANCE

Please be aware that Livonia Public Schools does not insure students for accidental injuries during the school year. The personal insurance of the parent or guardian is assumed to cover any and all medical treatments for such injuries. Unfortunately, some parents and guardians have limited or no medical coverage, and health care is expensive.

Each school year, the school district offers reasonably priced student accident insurance plans. Application forms and brochures explaining the options are available in the school offices or at the Board of Education office during the school year.

## STUDENT BEHAVIOR AND CONDUCT

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



## SUSPECTED ABUSE OR NEGLECT OF CHILDREN

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

In addition, parents/guardians may report any suspected neglect or abuse they feel may be happening to a child in the neighborhood by calling the Department of Health and Human Services (CPS).

## TECHNOLOGY USE

All students will:

- Demonstrate safe and orderly computer use.
- Have LPS LivNet forms signed and on file.
- Adhere to all LPS LivNet policies.
- Care for all computer equipment as instructed.
- Access to the internet will be given with permission from an adult.
- Access to the internet will be supervised by a staff member.



- Small objects, food, and drinks are not allowed in the computer lab.
- Magnets should not be brought into the lab or placed near computers.
- Changes to desktop patterns or icons, including size, colors, etc. will be made by adults.

## TECHNOLOGY - LIVNET'S STUDENT ACCEPTABLE USE POLICY

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

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

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

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

- Malicious use of LivNet through hate mail, harassment, profanity, obscenity, vulgar statements, or other discriminatory acts.
  - Illegal installation or use of copyrighted software.
  - Intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users.
  - Disrupting the operation of LivNet through abuse of the hardware or software.
  - Use of LivNet for any commercial-for-profit purpose.
  - Use of LivNet for non-educational/not-district-related communications.
1. *JD, B: A student shall not intentionally cause, or attempt to cause, damage to school property or steal, or attempt to steal school property.*
  2. *JD, F: A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, teacher aides, principals, other school personnel or persons acting in chaperone or supervisory capacity.*
  3. *JD, G: A student shall not commit, or participate in any conduct or act defined as a crime by state law or local ordinance.*
  4. *JD, I: A student shall not commit, or participate in, any conduct or act prohibited by a school building's rules and regulations.*

## TOBACCO-FREE SCHOOLS

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



## TORNADO / SEVERE WIND PROCEDURES

During periods of threatening weather, the district maintains close contact with the National Weather Service and local public safety. We want to make the safest possible arrangements for students and may delay the dismissal or transportation of students during exceptionally hazardous weather conditions.

The district's automated notification system will be used to notify parents about delayed dismissals, closings, and other emergency conditions. Please monitor your phone and email for dismissal and transportation updates if there is impending severe weather.

Arriving at the school after the severe weather sirens have sounded and students have been sheltered requires our staff to leave their area of shelter. This may compromise the safety of your student, our staff, and yourself.

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

**Tornado/Severe Weather WARNING:** In the event severe weather warnings are in effect at any regular dismissal time, children may not be released until an official all-clear message has received.

Please make sure there is someone designated on your emergency care card to whom your student can be released in case of a weather emergency.



## VISITORS TO SCHOOL

Parents are encouraged and extended a standing invitation to visit. All visitors will enter the building through the main entrance by the office. All other entrances will be locked throughout the school day. For the safety of our children and to reduce interruptions to your child's instructional program:

*All visitors (including parents) must report to the office to obtain the principal's or designee's permission to be there.*

*Visitors must sign in and out and display a visitor badge at all times in efforts to inform staff and students that you have received appropriate permission to be in the school. It is essential that the office, at all times, be apprised of any visitors that are in the school building.*

Please make an appointment if you would like to meet with your child's teacher or principal.



**LIVONIA**  
PUBLIC SCHOOLS

# **District Policies and Guidelines**

# CODE OF CONDUCT

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

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

## PROCEDURES GOVERNING VIOLATIONS OF SCHOOL RULES

Student Discipline - December 6, 1999

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

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

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

### I. PROHIBITED ACTS

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

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

to result.

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

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

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

*Penalty—Ranging from warning to expulsion*

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

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

*Penalty—Ranging from warning to expulsion*

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

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

*Penalty—Ranging from warning to expulsion*

#### **D. Assault on Another Person**

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

*Penalty—Ranging from warning to expulsion*

#### **E. Weapons and Dangerous Instruments**

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

*Penalty—Ranging from warning to expulsion*

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

A student shall not fail to comply with instructions and directions of teachers, student teachers,

substitute teachers, paraprofessionals, principals, other school personnel, or persons acting in a chaperone or supervisory capacity. *Penalty—Ranging from warning to expulsion*

#### **G. Criminal Acts**

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

*Penalty—Ranging from warning to expulsion*

#### **H. Verbal Abuse and Profanity**

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

*Penalty—Ranging from warning to expulsion*

#### **I. Verbal Assault**

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

*Penalty—Ranging from warning to expulsion*

The term “verbal assault,” as used in this policy and in Section 1311a (2) of the Revised School Code, means words, writing or behavior that, in the judgment of building administration, would reasonably put school personnel or students in fear of injury to persons or damage to property.

#### **J. Bomb or Similar Threats**

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

*Penalty—Ranging from warning to expulsion*

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

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

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

*Penalty—Ranging from warning to expulsion*

#### **L. Alcohol**

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

*Penalty—Ranging from warning to expulsion*

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

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

*Penalty—Ranging from warning to expulsion*

#### **N. Smoking**

A student shall not smoke or possess tobacco products inside any school building or on the school

grounds or at any school activity.  
*Penalty—Ranging from warning to expulsion*

**O. Toy Weapons**

A student shall not possess a toy “look alike” gun or other weapon.  
*Penalty—Ranging from warning to expulsion*

**P. Gang Activity**

A student shall not engage in gang activity.  
*Penalty—Ranging from warning to expulsion*

**Q. Recording Without Permission**

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

**R. Making False Statement**

A student shall not make false statements or give false evidence to administrators or teaching staff during an investigation of possible violation of this Code of Conduct.  
*Penalty—Ranging from warning to expulsion*

**S. Falsification of School Document**

A student shall not falsify times, dates, grades, or other data on school district forms or records.  
*Penalty—Ranging from warning to expulsion*

**T. Inappropriate Communications**

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

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

A student shall not possess, handle, or transmit any substance or device that can explode, create smoke, or is capable of inflicting bodily injury.  
*Penalty—Ranging from warning to expulsion*

**V. Misconduct Prior to Enrollment**

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

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

If the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Livonia Public Schools.  
*Penalty—Ranging from warning to expulsion.*

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

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

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

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

## III. PROCEDURES GOVERNING VIOLATION OF SCHOOL RULES

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

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

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

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

### **B. Definition of Discipline**

1. **Restorative Practice** – Practices that emphasize repairing the harm to the victim and the school community caused by the pupil’s misconduct.
2. **Suspension** – The exclusion of a student from school for a specific period of time, terminating at the end of a specific period or upon the fulfillment of a specific set of conditions.
3. **Expulsion** – The permanent exclusion from the school system by action of the Board of Education.

### **C. Factors to be Considered Before Suspension or Expulsion**

Section 1310d of the Revised School Code requires school officials to consider each of the following seven factors before suspending or expelling a student (except for students being expelled for possession of a firearm in a weapon-free school zone):

1. The student's age;
2. Discipline history;
3. Disability;
4. The seriousness of the behavior
5. Whether the behavior posed a security risk to any student, staff member, or other individual;
6. Restorative practices;
7. Whether a lesser intervention would properly address the behavior.

Note: Restorative practices may be used in addition or as an alternative to suspension or expulsion.

Except for students being expelled for possession of a firearm in a weapon-free school zone, the above seven factors shall be considered prior to any decision to suspend or expel a student, including an initial decision to suspend or expel a student or an appeal of a decision to suspend or expel a student. School official(s) shall document their consideration of these factors.

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

1. **Step One:** The initial judgment that certain conduct violates school rules of conduct shall be made by the principal or assistant principal. Prior to any suspension of the student, the principal shall investigate the incident, shall inform the student of the charges against him/ her, shall provide to the student an explanation of the evidence the principal possesses, and shall provide the student with an opportunity to explain his/her version of the facts. If the student requests that other witnesses be questioned, the principal should talk to those witnesses if possible. If the student makes a reasonable claim or other defense that, if true, would free him/her from blame, but the evidence is not immediately available, the principal may postpone disciplinary action for a reasonable time if the student's continued presence in school would not present an immediate danger to him or herself, other students, or the educational process.

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

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

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

If a timely requested appeal is made by the student and/or his/her parents or guardian, and the



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

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

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

1. **Step One:** If, after his/her investigation, the principal decides that a suspension for eleven (11) or more school days or expulsion is warranted, and the director of administrative services or his/her designee agrees with the principal's decision, the student and the parents or guardian shall be notified of:
  - a. the charges against the student;
  - b. the recommended disciplinary action;
  - c. the fact that a hearing will be held before an impartial school employee;
  - d. the time, place, location, and procedures to be followed at the hearing;
  - e. the right to appeal any adverse decision of the hearing officer if the suspension is for more than 20 days.

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

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

2. **Step Two:** Unless the student and/or his/her parents or guardian notify the school district that they waive their right to a hearing before a hearing officer, a hearing before a hearing officer will be conducted within the time limits set forth above and will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure.
3. **Step Three:** The hearing officer's decision shall be given orally, if possible, to the student and parents or guardian within two (2) days after the close of the hearing, and a written decision shall be mailed within four (4) days after the close of the hearing.

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

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

4. **Step Four:** If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parents or guardian must request in writing the hearing within five (5) calendar days following receipt of the hearing officer's written decision. Upon receipt of a timely appeal by the student and/or his/her parents or guardians, the superintendent shall notify the student and parents or guardians of the time, place, location and procedures to be followed at the Board hearing and shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

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

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

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

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

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

Days missed resulting from suspension will be included in the total number of days of absent

which may result in a student being placed on an attendance plan or being withdrawn from a class.

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

## STATEMENT OF STUDENT RIGHTS IN THE HEARING PROCESS

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

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

**Appearances:** Both the guardian or parent and student have the right to testify as to the facts, offer other evidence, and explain the reasons for disagreeing with the principal's charges, and/or the director's requested disciplinary action. Therefore, in order to protect the student's interests, the guardian or parent and student should appear and be prepared to present their case. The student's failure to attend this hearing may result in a decision against him/her.

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

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

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

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

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

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

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

**Appeal:** If the suspension is in excess of twenty (20) days or if a recommendation for expulsion is to be made, and if the guardian or parent and/or student are not in agreement with the written decision of

the hearing officer (Hearing Panel), they may, within five (5) days following receipt of the written decision, request a hearing before the Board of Education. (If the decision is to request expulsion, only the Board can make an expulsion.)

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

Upon receipt of a timely appeal and acceptance for a hearing, the superintendent's office will notify the guardian or parent and student of the date, time and location of the hearing before the Board of Education and the procedures to be followed in the Board hearing.

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

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

## TITLE IX - SEX DISCRIMINATION

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

## PUBLIC NOTICE

Please be advised that the Livonia Public Schools School District does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required not to so discriminate by Sections 901 and 902 of Title IX of the Educational Amendments of 1972 (86 Stat.373,374:20 U.S.C.11681,1682) and by the regulations issued by the Secretary of the United States Department of Health, Education and Welfare, on June 4,1975 effective July 21,1975, (45 C.P.R. 86.s1 et Seq.). This law and these regulations also prohibit discrimination on the basis of sex with respect to employment in educational programs and activities operated by school districts subject thereto.

## DUE PROCESS

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

1. Teacher
2. Building administrator
3. Director of Elementary Education
4. Superintendent or the Board of Education

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

## BULLYING PREVENTION

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

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

**"Bullying"** is any written, verbal, psychological, physical act or electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with education opportunities, benefits, or programs of 1 or more students.
- b. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;
- c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Bullying can be physical, verbal, psychological, written or a combination of all four. Some examples of bullying are:

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

- c. Written - graphic or electronically transmitted.

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

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

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

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

The Superintendent is responsible for implementation of this policy.

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

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

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

## **Nondiscrimination Policy**

Livonia Public Schools prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap or disability in any of its educational programs or activities. The following person has been designated to handle inquiries and grievances regarding discrimination based on: race, color, religion, sex, national origin, age, height, weight, and marital status- Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability: Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.

**LEGAL REF.: MCL, 380.11, 1999 PA 102, 1999 PA 103, 1999 PA 104, *Goss v. Lopez*, 419 U.S. 565 (1975), *Birdsey v. S Grand Blanc Community Schools*, 130 Mich App 718, 344 NW2d 342 (1983) (Legal References Updated 3/12/07)**