

Livonia Career Technical Center



Student Handbook

Dear LCTC Students

We are excited to welcome you to the world of Career and Technical Education (CTE) at Livonia Career Technical Center. As you embark on this journey, we want to want sure you have all the information you need to make the most of your education. Our student handbook serves as a valuable guide, providing you with essential information about our school's policies, procedures, and resources.

As you navigate through the pages of this handbook, you will gain insight into our school's code of conduct, policies, and procedures. These guidelines are in place to create a safe, respectful, and inclusive environment where all students can thrive academically and personally

I encourage you to explore the handbook thoroughly, as it contains information about our diverse range of academic programs and resources for students. As you read through this handbook, remember that you are an integral part of our school community. Your commitment to learning, your engagement with your peers and teachers, and your contributions to the vibrant school life are what makes LCTC the exceptional institution it is.

I look forward to witnessing your growth, achievements, and successes throughout the upcoming year. Should you have any questions or require assistance, please do not hesitate to reach out.

Here's to an enriching and fulfilling academic year ahead!

Sincerely,

A handwritten signature in cursive script that reads "Lindsay M Gray". The signature is written in black ink and is positioned to the left of the typed name below it.

Mrs. Lindsay Gray, Principal



LIVONIA CAREER TECHNICAL CENTER

8985 Newburgh Road, Livonia, MI 48150

P 734.744.2816 F 734.744.2817

art & communications

0938/2938 graphic design

This course will teach students basic skills that will prepare students for a career in art and design. Using industry-standard software, students learn basic technical skills in Adobe Illustrator, Photoshop, and InDesign on a Mac platform. Topics include fundamental principles of design, typography, document design, project management, advertising, and career exploration in design. This is a project-based course where students produce a digital portfolio and may receive college credit upon completion of the course. A trip to Chicago is included as a Work-based Learning opportunity for exposure to post-secondary schools and design studios. **Basic computer skills are required.**

0939/2939 advanced graphic design

Prerequisite: Graphic Design or instructor permission. This course teaches the digital fundamentals in layout, design, and illustration through a project-based learning approach. Current industry-standard software on a Mac platform is used and applied to assess student proficiency and skills. Coursework focuses on enhancing skills in visual literacy, color theory, and the use of design elements, and techniques in digital illustration, advertising, and entrepreneurship. All students will develop a portfolio and will learn about careers in Advertising, Graphic Design, Animation, WebDesign, Screenprinting, Vinyl Printing, Children's Illustration, and Vehicle Wrapping. A trip to Chicago is included as a Work-based Learning opportunity for exposure to Post-secondary schools and design studios.



business, management, marketing & technology

0920/2920 fashion merchandising 1

This introductory course includes the study of textiles, clothing design, visual merchandising, advertising, and marketing, with a stronger emphasis placed on design, marketing basics, and the fashion industry. Real-World applications include a trip to Chicago to visit designer showrooms and post-secondary fashion schools, as well as participation in planning the annual charity fashion show that the class puts together each year. Along with the marketing, design, and merchandising taught in the class, students will also learn about the sewing machine and basic sewing techniques to accompany the design portion of the class. This class is a hands-on, project-based class.

0921/2921 fashion merchandising 2

Prerequisite: Successful completion of Fashion Merchandising 1. This second-year course is a continuation of the study of textiles, clothing design, visual merchandising, advertising, and marketing, with a stronger emphasis placed on leadership, marketing, and fashion show planning. This class plans the entire spring charity fashion show. Real-World applications include a trip to Chicago to visit designer showrooms and post-secondary fashion schools, as well as the opportunity to direct the annual charity fashion show that the class puts together each year. Along with the marketing, design, and merchandising taught in the class, students will also learn more complex sewing techniques to accompany the design portion of the class. This class is a hands-on, project-based class.

0902/2902 management business administration 1

MBA is designed to introduce students to the exciting and challenging world of business. Through the information and activities covered in class, students will increase their preparation to be a knowledgeable consumer, well-prepared employee, and effective citizen in today's economy. Topics will focus on the economic environment, global competition, entrepreneurship, human resources, marketing, accounting, finance, and information systems.

Notice of Nondiscrimination

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.



engineering, manufacturing & industrial technology

0936/2936 automotive technology 1

This is a year-long course designed to prepare students for a career in the automotive technology field. All instructional material meets the ASE Education Foundation standards for Maintenance and Light Repair (MLR). Students will be introduced to all eight NATEF areas with concentrations in safe practices, tools, shop equipment, light repair and maintenance skills.

0937/2937 automotive technology 2

Prerequisite: Successful completion of Automotive Technology 1. This is a year-long course designed to prepare students for a career in the automotive technology field. All instructional material meets the ASE Education Foundation standards for Maintenance and Light Repair (MLR). This course advances the basic skills learned in Automotive Technology 1 with concentration on brakes, advanced suspension and steering, and advanced HVAC.

0946/3946 construction trades 1

This is a one-year, two-hour block course in which students are introduced to the many different skills involved in construction. This course will involve classroom and laboratory work as well as practical job site experience on construction projects.

0914/2914 construction trades 2

Prerequisite: Successful completion of Construction Trades 1 or instructor permission. This three-hour block course builds on the foundational skills developed in Construction Trades 1. Students participate in an authentic residential remodeling project every year. Acting as contractors, students will complete various tasks in the construction and remodeling process.

0942/2942 engineering design 1

Students will be introduced to drafting and design concepts, including principles of mechanical, civil, and bio-mechanical engineering, as well as product and transportation design. Students will create 3D model design projects and take field trips to tour advanced manufacturing facilities. Students will learn how to use AutoCAD, SolidWorks, and Bio-Mechanical software.

0944/2944 engineering design 2

The students will be introduced to Advance Engineering Design concepts of Transportation, Architecture, Bio-Mechanical, Civil, and Product Design. Students will produce scale models and sketches of their ideas and concepts. The goal of this class is to learn more design concepts using Revit, Alias, Solid Works, Mimics, AutoCAD, Sketchbook designer, and Power Draft software. Students will also be trained to use the 3D-Parametric machine for their projects.



hospitality & tourism

0928/2928 hospitality management 1

In this introductory course, students gain practical, hands-on knowledge and skills within a relevant and industry-driven curriculum. This course not only covers the basics of food preparation and food safety, but also crucial food service concepts such as customer relations, cost accounting, controlling food costs, and marketing. Students will participate in the operation of the Patriot Inn restaurant, housed at Franklin High School, which will mimic the same table service skills found in the food service industry.

0929/2929 hospitality management 2

Prerequisite: Successful completion of Hospitality Management 1 or instructor permission. In this second-year course, students will expand on their food service and marketing skills, while also learning how to prepare menus and create new foods. Instruction is student-driven, as second-year students explore a certain cooking or baking skill.



law, public safety, corrections & security

0934/2934 criminal justice technology

Criminal Justice is a one-year, two-hour instructional program designed for students interested in investigating careers as criminal lawyers, federal agents, police officers, civilian police personnel, firefighters and EMT, corrections officers, or private security. This course will introduce students to various public safety agencies and provide the students with the recommended path to pursue their desired career choice. Students will learn technical and academic standards used in public safety careers.

information technology

0904/2904 animation and web design 1

Students will create, design, and produce interactive multimedia products and services. Students will be provided a broad-based foundation for beginning a career in areas such as Animation, Web Design, and Motion Graphics. The student will learn HTML5, CSS3, Bootstrap, Adobe Photoshop, and Adobe Animate.

0911/2911 game design

This is a project-based course and will cover the fundamentals of game design and coding by following a real-world design and engineering process. Students will create socially useful games and applications for mobile devices and the web. The course emphasizes communication, collaboration, creativity, and problem-solving.

0906/2906 internet engineering

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LAN's, perform basic configurations for routers and switches, and implement IP addressing schemes.

0907/2907 computer repair/computer security

The curriculum covers the fundamentals of PC technology, networking, and security. Students will learn hands-on technical aspects of the microcomputer, including hardware and software system setup, and troubleshooting with the use of tools, hardware components, as well as hardware and software interfacing. Students will install, configure, upgrade, optimize, and perform preventive maintenance with respect to security using appropriate tools, diagnostic procedures, and troubleshooting techniques.



career internship and skilled trades internship

1857/2857—3 hr ~ career internship program

1859/2859—2 hr ~ career internship program

The Career Intern Program is a work-based career exploration experience for high-achieving, college-bound seniors. This course is by invitation only. Letters of Invitation to all juniors with a 3.0 or higher GPA are mailed in January.

1861/2861—2 hr ~ skilled trades intern program

Students who have an interest in a skilled trade that cannot be met through existing programs may apply for participation in the Skilled Trades Internship Program. Through non-paid internships, students experience careers by working with personnel in the trades industry. At the conclusion of one semester, or a full year's training, the student may be qualified for employment in an entry-level job. This is a full-year course.



www.livoniapublicschools.org/lctc

2023—2024



health sciences

0941/2941 pre-sports medicine

This hands-on course will be taught by a Certified Athletic Trainer and will focus on anatomy and physiology, disease processes, medical terminology, professionalism, infection control, and safety, vital signs, taping, and wrapping techniques. Certifications earned include BLS/CPR, First Aid and Stop the Bleed.

0930/2930 pre-medicine

This hands-on course will be taught by a Registered Nurse and will focus on anatomy and physiology, disease processes, medical terminology, professionalism, infection control and safety, vital signs, blood glucose monitoring, and injection skills. Certifications earned include BLS/CPR, First Aid, and Stop the Bleed.

0945AD/2945AD advanced sports medicine

Prerequisite: Successful completion of Pre-Sports Medicine or Pre-Medicine (73% or higher every marking period) at LCTC with a recommendation from your LCTC medical teacher. Upon recommendation of the first-year health science teacher, students may return for the second year of advanced sports medicine curriculum. This course will dive more deeply into different careers involved in sports medicine, the specifics of becoming and working as an athletic trainer, emergency preparedness, sports nutrition, hands-on assessment and evaluation of athletic injuries, rehabilitation and modalities, taping and wrapping, kinesiology, and an in-depth focus into the anatomy, physiology and common sports injuries associated with the different body joints and regions.

0916/2916 advanced medicine

Prerequisite: Successful completion of Pre-Sports Medicine or Pre-Medicine at LCTC with a recommendation from your LCTC medical teacher. Advanced Medicine provides students with an in-depth understanding of advanced anatomy, physiology, and pathophysiology, advanced patient care skills including phlebotomy and EKG monitoring and analysis, and a robust understanding of the professional responsibilities of the health care provider. By the end of this course, students will be eligible to sit for the National Healthcareer Association: Certified Patient Care Technician (NHA:CPCT) examination. Upon successful completion of the exam students will earn one ACE college credit and hold a national certification as PCT. The PCT credential allows students to work in any healthcare setting including hospitals, clinics, offices, and long-term care facilities. Additional curriculum includes the study of maternal and fetal health, pediatric through geriatric human growth and development, mental health, and complementary and alternative medicine. This course has an overarching focus on safe patient practices, ethical competencies, and employability and technical skills. Hands-on clinicals and teamwork are essential standards of medicine, making attendance imperative.



academics

embedded credit (except the internship programs)

All LCTC courses earn these additional academic credits:

S

Senior Math

V

Visual Performing & Applied Arts

WL

2nd year World Language

H

Health (Health Science classes only)

In addition to the embedded credits, LCTC also satisfies the Physics/Physical Science graduation requirements.

STUDENT CODE OF CONDUCT

INTRODUCTION

The Livonia Public Schools School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our educational community including students, teachers, other school and district personnel, and parents, play an important role in promoting the academic growth and social development of each child. Courteous, respectful, civil, and responsible behavior fosters a positive climate in which our learning community can thrive.

This Student Code of Conduct sets forth student rights and responsibilities while at school and school-related activities, and the potential consequences for violating District policy. It defines behaviors that undermine the safety and learning opportunities for any members of the school community. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions including exclusionary measures.

This policy covers only serious and major types of misconduct. The following rules are not to be construed as an all-inclusive list or as a limitation of 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 environment, the proper functioning of the educational process, or the health and safety of students, even if not explicitly stated herein

The specific prohibited acts and consequences listed below are applicable when a student is on school or District property, is on a school bus or vehicle being used for a school-related purpose, at a school-sponsored activity whether the event is held on school premises, is enroute to or from school, and when a student's conduct at any time and place adversely affects and/or substantially disrupts the daily operations and positive climate of our schools.

PROHIBITED ACTS

Administrative intervention in a prohibited act may include the removal of a student from a class period, an in-school suspension, a reprimand, restitution, loss of recess, detention and/or work assignments before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions, special events, athletic contests, and activities.

The prohibited acts listed alphabetically below may involve disciplinary consequences ranging from an administrative warning and intervention to an expulsion from school. Each assigned consequence of a prohibited act will be determined on a case-by-case review and the actual penalty will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant. Inappropriate student conduct may also result in the involvement of law enforcement personnel such as the local police.

ALCOHOL, MARIJUANA, DRUGS, OR OTHER BANNED CHEMICAL SUBSTANCES

A student will not possess, use, be under the influence of, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, drug paraphernalia, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school and the student follows the required possession and use protocols as defined by the school.

BULLYING AND HAZING

Students are prohibited from engaging in bullying and hazing behaviors that interfere with another's participation in educational programs or activities by placing that person in fear of physical harm or by causing emotional distress while at school or at school-related activities. Bullying and hazing behaviors can be expressed through a variety of manners such as physical, verbal, psychological, written words, and social media posts. The Board of Education Policy JCEC also addresses bullying.

COERCION, EXTORTION, AND BLACKMAIL

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

DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY

A student shall not cause or attempt to cause damage or vandalism to school property or personal property of others

DISRUPTION OF SCHOOL OPERATIONS

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 an individual engage in such conduct if such disruption or obstruction is reasonably likely to result.

Neither shall any student urge other students to engage in such conduct for the purpose of causing a disruption or obstruction if such disruption or obstruction is reasonably likely to result from that student's urging.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices (ECDs) such as cell phones, tablets, computers, and any/all other forms of technology will be permitted for use as approved by the classroom teacher or the building administration. Students may not use ECDs on school property or during school sponsored activities to access and/or view internet websites that are otherwise blocked or prohibited for students at school.

FALSE ALARMS

A student shall not knowingly cause a false fire alarm or other unwarranted alarm.

FALSE ALLEGATIONS

A student shall not libel or slander, or make false allegations against another student or school district employee including athletic coaches, substitute teachers, or volunteers.

FALSIFICATION OF A SCHOOL DOCUMENT

A student shall not falsify times, dates, grades, or other data on school district forms or records.

FIGHTING, ASSAULT, AND BATTERY ON ANOTHER PERSON

A student shall not physically assault, or behave in such a way to cause, or threaten to cause physical injury to a school employee, substitute teacher, student teacher, student, volunteer, chaperone, or other person

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.

GANG ACTIVITY

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

INAPPROPRIATE COMMUNICATIONS

A student will not verbally, in writing, electronically, with photographs, gestures, or drawings, or other methods, direct profanity or insults toward another student or any District/school staff member or an adult volunteer.

INSUBORDINATION

A student shall not willfully ignore or refuse to comply with the reasonable directions of school personnel, including adult volunteers acting in a chaperone or supervisory capacity.

MAKING A FALSE STATEMENT

A student shall not deliberately provide false information or false evidence to any school official in an attempt to deceive.

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 of misconduct, while the student was enrolled in another district; If the misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Livonia Public Schools.

OUT OF ASSIGNED AREA & LOITERING

A student shall not leave the school building, classroom, cafeteria, campus, or any other assigned area without permission from authorized school personnel. A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

PERSISTENT DISOBEDIENCE OR MISCONDUCT

A student involved in numerous behavioral infractions over an extended period of time may be subject to progressive disciplinary consequences.

PERSONAL PROTECTION DEVICES

A student shall not possess, handle, or transmit a personal protection device such as pepper gas, mace, a stun gun, or an electronic shock device capable of inflicting bodily injury or causing physical discomfort to another person.

RECORDING WITHOUT PERMISSION

A student shall not record by any means (i e., audio, video, or digital, etc.) any student or school personnel without the expressed permission of the person recorded.

SEXUAL HARASSMENT

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student shall not make unwelcomed sexual advances, request sexual favors or engage in unwelcomed verbal communication, inappropriate touching, or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.

SMOKING & VAPING

A student shall not smoke or use electronic smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine on school and district property, including all activities or events off school grounds and supervised by school officials.

THEFT OF SCHOOL OR PERSONAL PROPERTY

A student shall not steal or attempt to steal school or personal property. A student shall not be in possession of stolen property.

VERBAL ASSAULT

A student shall not commit a verbal assault on a student, teacher, or other school personnel. Verbal assault means spoken words, written words, or behavior that, in the judgment of the building administration, would reasonably put another in fear of physical or emotional distress or damage to property.

VIOLATION OF A SCHOOL'S STUDENT HANDBOOK

A student shall not commit or participate in any conduct or act prohibited by a school's Student Handbook and other school rules and regulations.

VIOLATION OF LIVNET USAGE

A student shall not violate or attempt to violate District policies, procedures, or school Student Handbook regulations regarding the use of district computers, personal computers, networks, and telephone systems. Violations of any of the rules and responsibilities of the LIVNET policies may result in a loss of access and privileges to technology devices and computer usage, and may result in other disciplinary or legal actions including restitution.

WEAPON LOOK-ALIKES

A student shall not possess, use, sell, or distribute a toy gun, a look-a-like weapon, or a replica weapon without the prior approval of a building administrator.

MAJOR OFFENSES

The prohibited acts listed below are generally codified as illegal acts and will typically involve law enforcement personnel such as the local police. In most instances of a major offense, the student will be scheduled for a disciplinary hearing.

ARSON

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. A student shall not commit an act of arson as prohibited by MCL 750.71 through MCL 750.80.

CRIMINAL ACTS

A student shall not commit or participate in any conduct or act defined as a crime by state law or local ordinance. A student may be suspended or expelled from school based upon conduct that takes place off school grounds and/or outside of the regular school day. Although the legal system may not have yet adjudicated legal charges, if the description of the conduct fits the definition of a crime, or an arrest and legal charges are in process through a law enforcement agency, the District's threshold to enforce exclusionary disciplinary consequences has been satisfied and fulfilled.

PHYSICAL ASSAULT

A student shall not physically assault another person. 'Physical assault' means intentionally causing or attempting to cause physical harm to another through force or violence. An act of physical assault is differentiated from fighting in that a physical assault is a one-sided attack on another person often resulting in bodily harm.

SEXUAL ASSAULT & CRIMINAL SEXUAL CONDUCT

Students shall not engage in sexual acts of any kind, consensual or otherwise, in any school building or district property or at any school-sponsored activity. A student shall not sexually assault another person 'Sexual assault' means forcing or coercing an individual to engage in non-consensual sexual contact. A student who is convicted of, or a juvenile who is adjudicated for, a violation of MCL 750.520b, 520c, 520d, 520e, or 520g, and who is a student at a school in this state is prohibited from doing either of the following:

A. attending the same school building that is attended by the victim of the violation.

B. utilizing a school bus for transportation to and from any school if the individual or juvenile will have contact with the victim during use of the school bus.

THREATS OF VIOLENCE

A student shall not make a threat directed toward students or staff, or toward a school building, other school property, or a school-related event that, in the judgment of building administration, would reasonably put students and other school personnel in fear of harm or personal injury Threats of violence may originate from anyplace and at anytime, and may include, but are not limited to, references of a gun, rifle, bomb, incendiary device, or other weapon.

WEAPONS & DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit a knife, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily harm A dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles [MCL 380.1313].

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity or while the student is enroute to or from school on a school bus, a school administrator shall immediately report that finding to the student's parent/guardian and the local law enforcement agency [MCL 380.1313(1)]

ELEMENTS OF DUE PROCESS & OTHER CONSIDERATIONS REGARDING DISCIPLINARY MEASURES

These procedures govern the suspension, expulsion, or permanent expulsion of a student from the school district's regular educational program. Federal law protects the educational and privacy rights of students and disciplinary consequences will not be shared beyond the student's parents or guardians

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct will be made by the building administrator. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior

administrator or the Board of Education.

Definitions of Disciplinary Consequences

- A short-term suspension is defined as a suspension of one through ten school days. A school principal has the authority to suspend a student for up to and including ten school days
- A long-term suspension is defined as a suspension ranging from eleven through sixty school days and requires a more formal procedural process requested by the school principal to the district-level director. The process is known as a 'Disciplinary Hearing'.
- To be 'expelled' from school refers to a suspension of over sixty school days and such a ruling may only follow from a district-level Disciplinary Hearing.
- A 'permanent expulsion' refers to a suspension of a minimum of 180 school days and such a ruling may only follow from a district-level Disciplinary Hearing. A 'permanently' expelled student is subject to possible reinstatement to school through a 'Petition for Reinstatement' procedure after 150 school days.
- 'Restorative practice' references alternative efforts to suspension that emphasize repairing the harm to the victim and the school community caused by the pupil's misconduct.

REBUTTABLE PRESUMPTION & CONSIDERATION OF INDIVIDUAL FACTORS

Consistent with Michigan law, the district adopts a rebuttable presumption that students should not be disciplined by the imposition of a long-term suspension (more than ten school days) or expelled (more than 60 school days) unless the district has determined, in its sole discretion, the presumption has been rebutted (to oppose by contrary proof) by considering each of the following seven factors listed below:

1. The pupil's age;
2. The pupil's disciplinary history,
3. Whether the pupil is a student with a disability within the meaning of IDEA or ADA/Section 504;
4. The seriousness of the violation or behavior committed by the pupil, Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member;
5. Whether restorative practices will be used to address the violation or behavior committed by the pupil; restorative practices refer to intervention strategies that emphasize repairing harm to the victim and the school community caused by a student's misconduct, and
6. Whether a lesser intervention would properly address the violation or behavior committed by the pupil.
7. Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

For a suspension of ten or fewer days, rebuttable presumption does not apply, but the same seven factors shall be considered in a similar manner prior to a determination of disciplinary consequence. The method used for consideration of the factors is at the sole discretion of

school and district administration. The seven factors to be considered prior to a determination of disciplinary consequence does not apply to a student being expelled for possessing a firearm in a weapon free school zone.

Prior to the suspension of a student, the principal/assistant principal shall investigate the incident, inform the student of the charges, and allow the student to explain his/her version of the facts. If upon conclusion of that investigation the principal determines that the student has violated school rules or district policy, the principal 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 appropriate Elementary or Secondary Director or other designee of the Superintendent. The appeal hearing will be conducted on an informal basis (usually over the telephone) and the student will be given an opportunity to state why an appeal is in order and to explain his/her version of the facts. Following the informal hearing, the appropriate Director or Superintendent designee will review the facts and make a ruling that shall be final and not subject to further review.

The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) for a student determined to be eligible for special education programs and services. Students with an Individualized Education Program (IEP) are responsible for following the Student Code of Conduct. As a consequence of a violation of the Student Code of Conduct by a student with an IEP, specific procedures may apply

The suspension or expulsion of a student from an extracurricular activity such as athletic participation is not covered by this Student Code of Conduct and accordingly a decision of student suspension from extracurricular activities is solely within the discretion of the building administration. In addition, disciplinary consequences 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 administration and is not covered by this Student Code of Conduct.

DISCIPLINARY HEARINGS FOR SUSPENSIONS OF ELEVEN OR MORE SCHOOL DAYS

Step 1. If after an investigation into student misconduct, the building principal determines a suspension for eleven or more school days or expulsion is warranted, and the appropriate district-level administrator concurs with the principal's decision, the student and the parents or guardian shall be notified (usually via electronic message) 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, procedures to be followed at the hearing, and of their right to attend and participate in 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 district-level administrator decides that the student's presence in school would present a danger to other students, school personnel, or a disruption to the educational environment of the school, then the student shall be suspended pending a disciplinary hearing and a ruling of a hearing officer. If the student does not present a danger as described above, the student may be returned to school pending the ruling of the hearing officer.

If the student is placed under suspension pending a disciplinary hearing, the appropriate district-level administrator shall appoint an impartial disciplinary 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 a disciplinary hearing, the appropriate district-level administrator shall appoint an impartial disciplinary hearing officer and cause the hearing to be held within fifteen (15) school days following the completion of the principal's initial investigation. The timelines for commencement of the disciplinary hearing may be enlarged upon the request of the administrator, student, or parent.

Step 2. The disciplinary hearing officer's role will be to determine the truth and validity of the charges against the student and to decide upon a disciplinary consequence if a consequence is merited. A student and/or his/her parents or guardian may waive their rights to a hearing before a hearing officer. If a student and/or parents fail to present themselves during a scheduled disciplinary hearing, the disciplinary hearing may proceed and may result in a ruling unfavorable to the student.

The hearing officer's ruling shall be provided telephonically, if possible, to the student or the parents or guardian within two (2) days after the close of the hearing, and a written decision shall be scanned electronically or mailed through the USPS within four days after the conclusion of the disciplinary hearing.

Step 3. If the hearing officer's ruling imposes a suspension of twenty (20) school days or less, the decision of the hearing officer shall be final and not subject to further appeal. 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. If the hearing officer's ruling is to impose 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.

Step 4. A student may, within five (5) school days of original receipt of the Hearing Officer's ruling to suspend in excess of twenty (20) days or to permanently expel a student, request an appeal to the Board of Education. The request to appeal shall be in writing and contain the petitioner's reasoning for appeal. The Board of Education may grant or deny the request for an appeal. If granted, the appeal will be heard in open or closed session, as elected by the parent.

The Superintendent, or a designee, shall notify the student and parents of the time, place, location, and procedures to be followed at the Board of Education hearing and shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending a ruling of the Board of Education.

The Board, not later than at its next regular public meeting following the appeal hearing, if feasible, shall issue a ruling and shall, within seven (7) days following the BOE hearing, make communication to the student, parents, or guardians, of a final decision.

The Board of Education must approve a Hearing Officer's ruling to permanently expel a student. If the Hearing Officer's ruling is for a student expulsion and the student and/or his/her parents or guardians do not request an appeal hearing before the Board of Education, the Board of Education will still make the final decision on expulsion at a voting Board of

Education meeting. Permanent expulsion requires Board of Education approval. In that case, the Board of Education ruling will be based upon information submitted to it by appropriate school officials and a formal hearing will not be allowed for the student and parents or guardian.

If the hearing officer's ruling is to impose a suspension of twenty (20) school days or more and the student and parents or guardians do not request a timely appeal hearing before the Board of Education, then the decision of the Disciplinary Hearing Officer shall be final and not subject to further appeal. During any suspension, the suspended student will not be permitted on any school property, in any school building, or admitted to any school function.

ADDITIONAL CAREER CENTER RULES, REGULATIONS and INFORMATION

(In conjunction with the Livonia Public Schools High Schools)

ADMINISTRATIVE REGULATION

The Career Center Administration reserves the right to act upon any issue it deems to be inappropriate or unauthorized.

When in attendance at the Career Technical Center, all students are expected to follow these behavioral guidelines:

1. Listen to and follow directions - first time.
2. Demonstrate and use appropriate language, dress, and behavior.
3. Arrive to class on time with appropriate materials
4. Show courtesy and respect to others and their property.

In addition to these building guidelines, individual instructors will have behavior expectations for their classrooms.

If a student chooses to violate these guidelines disciplinary consequences will occur.

ALCOHOL, DRUGS, NARCOTIC DRUGS AND MARIJUANA

Alcohol – A student shall not manufacture, sell, or possess, use, deliver, transfer, or be under the influence of any alcoholic beverages or intoxicant of any kind. **Penalty** – Ranging from suspension to expulsion.

Drugs, Narcotic Drugs and Marijuana – A student shall not manufacture, sell, possess, use, or deliver any drugs, narcotic drugs, marijuana, or other controlled substance nor be under the influence of any of those drugs, narcotic drugs or marijuana. A student shall not represent a legal substance as an illegal or controlled substance. **Penalty** – Ranging from suspension to expulsion.

ATTENDANCE POLICY

Livonia Public Schools - Board Policy (Revised June 2019) High School Attendance Policy
Livonia Public Schools is committed to providing our students with a world-class education that will prepare them to be productive citizens in a diverse and democratic society. That students regularly attend class should be a shared and common expectation of the schools, the students, and the parents. While our goal is to work cooperatively with parents and students, we also wish to maintain high standards and instill the work traits of punctuality and outstanding attendance necessary for success. Those students who skip class or accrue excessive absences in a class could have their grade lowered or lose credit for that class.

ABSENCES

Ten (10) total absences in a class during one semester are deemed excessive. Excused absences, unexcused absences, and suspensions will count in a student's total number of absences. Instances of school business absence will not figure into the total number of absences. A student with excessive absences in a class may be placed on an attendance contract by the assistant principal. The contract will outline the conditions which must be met for the student to earn credit for the course. Special circumstances and doctor-verified illnesses will be handled on a case-by-case basis. Written documentation may be requested by the school in those instances. A continued pattern of absences may result in the student being removed from the class. Beginning with the 15th absence in a single class, a student may lose credit, and an "EW" may be posted on that student's report card and transcript. Truancy process will begin at the 15th absence.

The attendance policy at the Livonia Career Technical Center exists to make students realize they are responsible for their attendance and punctuality, to develop positive work traits that correspond to educational and employer expectations, and to maintain consistency when dealing with students at the Career Technical Center.

A **tardy** (for any reason) is defined as a student not in the classroom when the tone begins to sound. Students arriving later than **45 minutes (for a 2 1/2-hour class) and 25 minutes (for a 90-minute class)** will be considered absent. All tardies will fall under this policy. A student cannot choose to skip class to avoid being tardy.

The following steps will take place for each tardy the student has during the semester:

- Tardy 1, 2, 3, & 4. Teacher directed consequence.
- Tardy 5: Teacher contacts parents to discuss the issue and then documents the contact.
- Tardy 7: Teacher refers student to principal. Contact home by principal. Write contract and have student sign.
- Tardy 10: Teacher refers student to principal. Students surpassing this tardy level may lose credit for the course.

NOTIFICATION TO PARENTS

An automated telephone service will report absences to the student's home or designated phone number. In addition, parents have the ability to check their student's attendance online.

ABSENCE PROCEDURES

1. Parents/Guardians are required to contact their student's home high school regarding their student's absence. *Parents/Guardians of Out of Districts students are required to contact the Career Center if their student is going to be absent.*
2. All absences are recorded in the Parent Connect program which can be viewed by parent/guardian using the designated login. If your student has an unexcused absence in one or more hours, an automated message will be sent to the home of the student via the designated phone number or email address.

CONSEQUENCES FOR EXCESSIVE ABSENCES

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. With that understanding, Livonia Public Schools encourages daily attendance and has deemed ten (10) absences in a class during a given semester as an excessive amount. 1. School-to-parent contacts and alerts prior to a student surpassing the excessive absence standard will be made via the district's automated system. Under LPS policy, each high school will determine their contact method and contact interval. An individual teacher may make additional contacts with students and parents/guardians to communicate regarding attendance matters and concerns. 2. Students with documented medical issues or other reasonable concerns should, in a timely manner, contact their assistant principal to discuss concerns about grade reductions due to absences.

MAKE-UP WORK/CREDIT FOR WORK MISSED DUE TO ABSENCE

A student who has been absent from class has the responsibility for obtaining and completing homework, class projects, or other graded assignments including tests and quizzes that occurred during their absence. Assignments such as papers, major presentations or other previously assigned graded events will be expected to be completed and submitted on the day the student returns to class if the due date coincides with the date of an absence. A student with an excused absence, school business absence, or absence due to suspension will be allowed one day per day of absence to make up for missed work. In cases of multiple consecutive days of absence due to suspension or a pre-arranged absence, a student will be allowed no more than three days to make up missed work. A student with an unexcused absence may not receive credit for work missed because of the absence. Students are required to complete all work missed regardless of why the student was absent. Any exceptions to the above regulations will be made with the administrator's approval.

QUESTIONS ABOUT ATTENDANCE

If there are questions or concerns regarding your student's attendance, the first line of communication should be with the classroom teacher. You may also want to contact your student's high school counselor or assistant principal to assist in clarifying attendance errors or correcting attendance problems

PARENT MONITORING OF ATTENDANCE

Parents may check a student's attendance with the online access available to see if the student was in class. We are expecting students to make up work when absent by following the guidelines each teacher has established. Even if a student is absent due to a suspension, the student will be expected to make up the work. The granting of credit for work made up is defined by each teacher's course expectations and the administration. Therefore, depending on the nature of the absence, credit may be granted, but the learning should be completed so that the student does not fall behind

ARRIVING LATE OR LEAVING SCHOOL EARLY

When it becomes necessary to leave the immediate school property during the school day, students are required to check out at the main office. If a student leaves without permission at

any time for any reason during the school day, the student will face disciplinary action ranging from detention to suspension (consequences may also include not receiving credit for work assigned, done, or due during the time you were absent from class). Additionally, the student will be marked Absent Unexcused for the classes missed during their absence. Please see the procedures below for further clarification. Students who repeat this behavior beyond the first offense will be suspended for additional days for each subsequent offense. Any student that needs to leave the building at any time should ask for permission before they go, including trips to the parking lot during the school day.

CHECK-IN PROCEDURE

Students arriving at school after the start of the school day (either arriving late or returning from a previously approved check-out) are required to sign in electronically at the check-in desk in the front hallway. They should then proceed to class in a timely manner. Regardless of time, all students must check in on a computer.

CHECK-OUT PROCEDURE

Any student leaving school, other than at their scheduled time, must check out through the Main office and also sign out electronically at the check-in/check-out desk in the front hallway. If a parent/guardian needs to check their student out during the day, the preferred option is that the student should come to school with a note indicating the time at which they are to be dismissed. The note should be delivered to the student's teacher and then brought to main office when the student checks out. Another option is for the parent/guardian to come into the main office to check your student out (If selecting this method, please try to arrive approximately ten minutes before you need the student to leave the school to allow your student to be called from their class.) A parent/guardian may also call the main office at least one hour prior to their needed check-out time (to allow a student to be located in time for check out.) A check-out pass will be prepared for the student in advance of their early dismissal. Before leaving, the student must sign out electronically at the computer in the main hallway. If a student does NOT check out in this manner prior to leaving the building, the absence will remain unexcused. If a parent/guardian does NOT check a student out prior to the student leaving the building/missing class, the absence will remain unexcused.

ILLNESS DURING SCHOOL HOURS

If a student becomes ill at school, the student should report to the clinic in the Main/Attendance Office. If necessary, the student will be excused to go home after the school has received instructions from the home or an authorized person named on the Emergency Care Card.

BUILDING ACCESS

Entry into a school building or area of a building without authorization is not permitted. Accessing records or materials in school building or area of the building without authorization is also not permitted. Unauthorized entry or access will be viewed as a violation of school rules and may result in disciplinary action.

BULLYING

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, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following.

- a. Substantially interfering with education opportunities, benefits, or programs of one 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
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school

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

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

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- c. Having an actual and substantial detrimental effect on a student's physical or mental health
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school

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

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

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

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

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

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

The Superintendent, or his/her designee, shall submit a compiled report to the Board on an annual basis. The Superintendent is responsible for implementation of this policy. This policy will be publicized by being placed on the School District's website and in student handbooks.

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.

CHECK OUT DURING THE DAY

Checking out of LCTC during class time: All students must check out through the office with a parent phone call or note to our office (734-744-2816 ext. 49902) prior to the checkout time. The other option is for the parent to come into the school office to check your student out for the appointment. (Please try to arrive approximately ten minutes before you need to leave the school to allow your student to be called from class.)

CLOSED CAMPUS/CLOSED BUILDING

Once a student arrives on school grounds, he/she is expected to remain on school grounds until the completion of his/her scheduled school day. Students may only leave the school building during school hours with authorization of school personnel. When it becomes necessary to leave the school building during the school day, students are required to "check out" at the student's assistant principal's office. Students are not permitted to go home for lunch. Consequences for leaving the building or leaving the campus will range from detention to suspension.

COMMUNICATION DEVICES

Students are not to use electronic communication devices (mobile device, iPods, video recorders, etc.) in class unless authorized by Career Center faculty. These items may be disruptive to the educational environment. The administration recognizes that mobile devices are a desirable and convenient means of communication between parents and their children. Thus, authorized mobile device use is outlined below.

1. Mobile/electronic devices are not to be seen or heard during class time unless teacher allows the device in the classroom.
2. If mobile device use creates or causes disruption to the safe and orderly school environment consequences may be given. Students found in violation of the guidelines stated above will have their mobile device confiscated and turned over to an administrator. The student will face disciplinary action (ranging from detention to

suspension) and the device will be returned to the student or a parent/guardian at the administrator's discretion.

CONFIDENTIAL HOT LINE

The Livonia Public Schools confidential tip line phone number is 734-744-2545

DELIVERIES

Except for special circumstances, which will require administrative approval, deliveries from restaurants, businesses, or independent delivery services are prohibited. This restriction helps to ensure safety in the building and to reduce the number of disruptions to the educational environment.

Parents or guardians who bring items for their students into the building during the school day may drop the item(s) off in the Main Office.

DISRESPECT

Students who show rudeness or discourtesy, contempt, or irreverence toward a teacher, administrator, or any other staff member may be subject to disciplinary action ranging from detention to suspension and expulsion.

DRESS AND GROOMING STANDARDS FOR STUDENTS

The purpose of a dress code is to provide and maintain a safe school environment that is conducive to student learning. The primary responsibility for a student's attire resides with the student and their family. The responsibility of the school is to create a learning environment that does not interfere with the health, well-being, or safety of any student.

1. Body parts that must be covered with opaque (non-transparent) material - buttocks, breasts/chest, and genitals. Undergarments should not be seen during the school day and may not be worn in lieu of an appropriate shirt or bottom.
2. Students must wear a shirt that covers the torso and is fitted under the arms, bottoms (pants, shorts, skirts, dresses, leggings, etc.) and shoes that are appropriate for school activities (PE, shop class, science class, etc.)
3. Students may wear hats (head scarves, religious head coverings, durags, etc.), pajama pants, tank tops (including spaghetti straps), ripped jeans (as long as undergarments and/or genitals and buttocks are not exposed), yoga pants, and athletic wear.
4. Students cannot wear violent language or images, images or language depicting drugs, alcohol, or pornography, clothing with hate speech or profanity, or any other image or language that creates a hostile or intimidating classroom environment.

5. Students cannot wear hoods.

Exceptions to the above standards for special 'spirit' days may be directed by the Administration

The guidelines are offered as general statements so that students and parents can select and purchase clothing appropriate for the school environment. As with most school issues, good judgment and common sense are the critical components. Students who arrive at school inappropriately dressed will be referred to an appropriate administrator to remedy the infraction. This may involve being sent home to change a particular article of clothing. In addition, students may also receive suspension and/or loss of future privileges. We are grateful to our parents that monitor and correct the way their children dress for school.

END OF SCHOOL YEAR BEHAVIOR CONSIDERATION

Students are reminded that all school policies will be rigidly enforced during the closing weeks of the school year. All students will be expected to demonstrate acceptable standards of behavior. Any behavior, which is disruptive to the school or threatens the safety and well-being of others, will not be tolerated. Seniors attending the Livonia Career Technical Center, who do not follow school rules and regulations will jeopardize their right to participate in the prom and commencement exercises. Suspensions would apply to all school-sponsored events and activities both on and off campus.

EXTORTION & THREATS

Any extortion attempt or threat will be considered a serious offense with possible police involvement. Large sums of money or valuables should not be brought to school. Money and valuables should not be kept in either gym or hall lockers. Consequences may range from suspension to expulsion.

FALSE ALARMS

Any student who pulls a false fire alarm will be suspended from school for a minimum of five school days. A full report will be made to the Fire Marshall and the Police Department for prosecution as a violation of the city code.

FALSE CALLS/FRAUDULENT REPRESENTATIONS

Any false or misleading statement or actions are detrimental to the good order and functioning of the school and will result in disciplinary action. When students are untruthful during an investigation, they can expect additional consequences beyond that for which it is being investigated. Consequences for false calls or fraudulent representation will minimally begin with a one-day suspension.

FIGHTING

Each incident of fighting will be investigated independently, and consequences will be issued on a case-by-case basis. Fighting will include but not be limited to instances of punching, pushing, slapping, scratching, biting, and kicking. Students involved in a fight at school, or enroute to

and from school, or at any school function will be suspended. At no time will the administration condone fighting as an appropriate means to settle a dispute. Self-defense is not considered justifiable grounds for being involved in a fight. Instances of fighting will normally result in a minimum of a five (5) day out of school suspension. Those students may also receive a citation for a civil infraction from our police liaison officer. Normally, a second infraction for fighting will result in a minimum of a ten (10) day suspension. Instances of fighting will also require a parent to meet with administration at the school before that student returns to school. Before returning to school, students will also have to agree to attend a school sponsored counseling session to explore methods to defuse conflict. For school recording purposes, physical assault is defined as a one-way physical attack on another student. In instances of physical assault, students will normally be recommended for a disciplinary hearing for a long-term suspension or expulsion from the Livonia Public Schools. In addition, our police liaison officer will be involved, and students may face criminal charges.

FIRECRACKERS

For the safety of others, any student who uses firecrackers, smoke bombs, or other incendiary devices will be suspended. A full report will be made to the Fire Marshall and the Police Department for prosecution as a violation of the city code. Any damage or destruction of property must result in the replacement or repair of the property or payment for the damages by the student or his/her parents.

FORGERY

Forging any school personnel's signature or a parent's signature is regarded as a serious offense resulting in disciplinary action.

GAMBLING

Gambling on school grounds is strictly prohibited. This includes activities such as dice, sport pools, lotteries, and other inappropriate games of chance. Exchange of money situations will result in a minimum three-day suspension.

HARASSMENT

No sexual, racial, religious, or ethnic harassment of a student or staff member is allowed. Sexual harassment means any sexual references or contact, which make a person uncomfortable and are said to "make fun of" or to embarrass or abuse another person. Racial, religious, and ethnic harassment are references which "make fun of," embarrass, or abuse a person based on his/her race, religion, or nationality. Any of the above mentioned discriminatory "harassment" is regarded as a serious offense which is punishable by suspension. Any student who believes that he or she has suffered harassment shall report the individual(s) to the principal.

HARMFUL SUBSTANCES

A student shall not manufacture, sell, possess, use or deliver any drugs, narcotic drugs, or synthetic drugs (i.e., K2, Spice, "bath salts", etc.) nor be under the influence of any of those substances. Consequences for a violation of this policy include a minimum of a ten-day suspension up to expulsion. A parent/guardian conference will be required before the student returns to school. The school will also notify the police department as is appropriate.

DRINKING: Anyone who has consumed alcoholic beverages or is in possession of intoxicating beverages in school or at a school function will be immediately suspended for a minimum of seven days, and a parent/guardian conference will be required. **DRUGS:** Students under the influence of drugs or students with dangerous drugs in their possession will be suspended from school for a minimum of ten days. Students found in possession of drug paraphernalia will face disciplinary action. A parent/guardian conference will be required. We will cooperate with the police department and any other agency that is attempting to prevent drug traffic among young people

SMOKING: State law prohibits students from smoking or chewing tobacco on or in the vicinity of any school property or on the way to and from school. This applies to all school activities and any other functions held on school property or in school buildings. Students cannot carry matches or lighters. Students smoking or in possession of lighted tobacco, using tobacco, or an electronic cigarette in the building, on the grounds, or at activities will be suspended. Parents will be notified in all cases.

POSSESSION - A student shall not have tobacco in any form, including an electronic cigarette or in liquid or vapor form in his/her possession or under his/her control inside any school building or on the school grounds or off school grounds at a school activity, function, or event. Such conduct will result in suspension.

Smoking/ Vaping / Possession of Tobacco / E-Cigarettes

- 1st Offense – 5 Day Out of School (reduced to 3 days with the completion of Vape Module)
- 2nd Offense – 7 Days Out of School (reduced to 5 days with the completion of Vape Module #2)
- 3rd Offense – 10 Days Out of School (may be reduced with Intervention & Guidance)

INSUBORDINATION

Students have an obligation to comply with reasonable requests from staff members. Any student behavior which undermines the authority of a staff member in the conduct of his school function will not be tolerated and may result in disciplinary consequences including suspension from school or expulsion.

TAKING MEDICATION AT SCHOOL

It is recognized that certain medications may be necessary and may be prescribed at certain times of the day. In many instances, the administration of medication can be adjusted to avoid the necessity of administration during school hours. However, there may be instances when medication must be administered to your secondary school child during school hours.

When medication is necessary during school hours:

1. A medication authorization form must be completed by the student's physician and parent or guardian and returned to the building principal before administration of medication. The form is available in the Main Office.
2. 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.

3. "As needed" medication requires a physician's statement specifying dosage limits.
4. All medications that are to be administered at school must be in an appropriately labeled container (Must specify student name, medication name, and dosage to be given.)
5. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.
6. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. Please contact the building principal to make appropriate arrangements.

PLAGIARISM & CHEATING

Where it has been established that a student has been dishonest with regard to producing their own work on an assignment or examination, consequences will follow. A student so identified will not receive credit for the assignment or examination and the parent will be contacted by the teacher. Administrative action may also include detention, suspension, failure for the card marking, and/or withdrawal of the student from the course.

PROFANITY

Profanity and obscene gestures are unacceptable. It is important that language used in school be appropriate and civil. Inappropriate language in the school setting may result in detention or suspension. Inappropriate language directed toward a staff member may also result in both the loss of the class and credit for the class

PUBLIC DISPLAY OF AFFECTION

Public displays of affection such as kissing are not permitted in the school setting. Offending students will be warned and repeated warnings will result in disciplinary action. Students are allowed to hold hands.

SCHOOL SAFETY

Students are expected to always treat all staff and other students with respect. A student who is having a problem with another student should ask a teacher, counselor, or administrator for help with resolving the problem. Any type of threat or intimidating behavior toward a staff person or other student is unacceptable and will be considered to be very serious. Administrative action will include parent contact and may include contact with the school social worker and a parent meeting with the school administrator and the school district Director of Security. Disciplinary action will range from suspension to expulsion

* This policy applies to students entering and leaving school property by car or walking.

SUSPENSION FROM SCHOOL

When students engage in unacceptable behavior or violate school regulations, they may be subject to suspension from school. When this becomes necessary, the school administrator will provide oral or written notice of the charges against the student, and if the student denies the charges, an explanation will be afforded of the evidence which supports the suspension. The student will be given an opportunity to present his/her side of the story. A delay between the time a "notice" is given, and the time of the hearing is not essential. Discussion may occur within minutes after the misconduct has occurred.

In the case where the presence of the student poses a continuing danger to persons or property or an ongoing threat disrupting the academic process, that person or persons may be

immediately removed from school. In such cases, a notice of charges and a hearing will follow as soon as practicable.

Suspensions of long duration or expulsion for the remainder of the school term, or permanently, require more formal procedures. Only the Board of Education can expel a pupil permanently from school. In those cases, procedures will include written notice of the rules violated, the intention to expel, and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense. Students and their parents will be afforded a full and fair hearing with the right to legal counsel or other adult representation.

Students who have been issued an out-of-school suspension will need to contact their teachers within the first day of the notification of consequence to obtain the work for the period of time for which they will be suspended. Due dates and credit for work completed during a suspension will follow the policy established by the teacher for each class.

While on 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, Skill Center, Vocational Programs, and Cooperative Educational Training. During any suspension, the student will not be allowed to participate in any extracurricular activities or athletics. These activities are by their nature not required and as such will not be available to students on suspension.

Days missed resulting from suspension from school will be included in the total number of days absent which may result in a student being placed on the excessive absence grade reduction policy.

Appeal Procedures:

Efforts are made at Stevenson to assure parents and students of "due process" in the handling of disciplinary infractions and, at the same time, to retain effective decision-making processes. Every reasonable effort will be made to ensure that the rights of those involved are fully protected. Students and parents have the right to appeal teaching and administrative decisions when they have good reason to believe that such decisions are unjust and not in the best interest of public education.

THEFT

Any student found in possession of stolen property will be suspended from school, parents contacted, and the police department notified as required by law.

TRANSPORTATION TO THE CAREER TECHNICAL CENTER

The Livonia Public Schools District provides transportation for students to and from their home high school to the Career Technical Center. Students must have a valid student parking permit at their home high school in order to drive to the Career Center. We encourage all Churchill students to walk and during times of inclement weather we will provide a bus. Parking privileges are at the discretion of the Career Center principal and may be revoked due to reckless driving, unauthorized parking, or violations of school policies.

VANDALISM AND DESTRUCTION OF PROPERTY

1. Malicious destruction of school property must result in replacement or repair of property or payment for the damage by the student or his/her parents.
2. The Superintendent and Principals shall establish regulations as necessary to always assure the protection of school property and equipment.
3. Police and/or Police liaison will be contacted with appropriate consequences

CRIMINAL ACTS

A student shall not commit or participate in any conduct or act defined as a crime by state law or local ordinance. A student may be suspended or expelled from school based upon conduct that takes place off school grounds and/or outside of the regular school day. Although the legal system may not have yet adjudicated legal charges, if the description of the conduct fits the definition of a crime, or an arrest and legal charges are in process through a law enforcement agency, the district's threshold to enforce exclusionary disciplinary consequences has been satisfied and fulfilled.

PHYSICAL ASSAULT

A student shall not physically assault another person. 'Physical assault' means intentionally causing or attempting to cause physical harm to another through force or violence. An act of physical assault is differentiated from fighting in that a physical assault is a one-sided attack on another person often resulting in bodily harm.

SEXUAL ASSAULT AND CRIMINAL SEXUAL CONDUCT

Students shall not engage in sexual acts of any kind, consensual or otherwise, in any school building or district property or at any school-sponsored activity. A student shall not sexually assault another person 'Sexual assault' means forcing or coercing an individual to engage in non-consensual sexual contact. A student who is convicted of, or a juvenile who is adjudicated for, a violation of MCL 750.520b, 520c, 520d, 520e, or 520g and who is a student at a school in this state is prohibited from doing either of the following: a. attending the same school building that is attended by the victim of the violation. b. utilizing a school bus for transportation to and from any school if the individual or juvenile will have contact with the victim during use of the school bus.

THREATS OF VIOLENCE

A student shall not make a threat directed toward students or staff, or toward a school building, other school property, or a school-related event that, in the judgment of building administration, would reasonably put students and other school personnel in fear of harm or personal injury. Threats of violence may originate from anyplace and at anytime, and may include, but are not limited to, references of a gun, rifle, bomb, incendiary device, or other Weapon.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit a knife, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily harm. A dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles [MCL 380.1313]. If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity or while the student is enroute to or from school on a school bus, a school administrator shall immediately report that finding to the student's parent/guardian and the local law enforcement agency [MCL 380.1313(1)]