

# **LIVONIA EARLY CHILDHOOD CENTER**

# **PARENT HANDBOOK and POLICIES AND PROCEDURES**

**18000 Newburgh Rd.  
Livonia, MI 48152**

**Phone: (734) 744-2813  
[Lecc.livoniapublicschools.org](http://Lecc.livoniapublicschools.org)**

June 2024

## **MISSION STATEMENT**

Working together with families and the community, we inspire all children to be respectful, confident, successful learners in a developmentally appropriate, safe and nurturing environment.

## **LIVONIA EARLY CHILDHOOD CENTER**

### **ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and reviewed the Livonia Early Childhood Center Parent Handbook as posted on the school website at: [lecc.livoniapublicschools.org](http://lecc.livoniapublicschools.org).

I understand that the contents of this handbook outline the rules and regulations of this facility and governs the terms of my child's enrollment for the duration of time my child is an "active" registrant. I agree to abide by the rules and regulations as detailed in the Parent Handbook. I acknowledge that failure to comply with the contents of the Parent Handbook may result in the removal of my child from Livonia Early Childhood Center programs. I further acknowledge that no refunds will be granted under a removal for failure to comply with the Center rules and regulations.

Child's name (please print):

Parent/Guardian name (please print):

Parent/Guardian signature:

Date

Classroom Teacher

**Office Use Only:**

**Date Received**

# **POLICIES AND PROCEDURES**

## **ABSENCE**

If your child will not be in attendance due to a contagious illness; such as, Covid 19, chicken pox, strep throat, etc., the parent/guardian should leave a phone message on the instructor's voice mail or call the Livonia Early Childhood Center's main office number at (734) 744-2813, ext. 22903.

The Center does not provide tuition refunds for any absences.

## **ACCIDENTS/INJURIES**

Whenever a student is sick or injured in school, the parent/guardian is contacted to make arrangements for their child's care. In the event that the parent/guardian cannot be reached, the school will call a designated person on the Emergency Care Card. In the case of a 911 emergency, the parent/guardian will be contacted immediately. Jackson Early Childhood Center personnel will accompany the child in the ambulance to the nearest hospital and stay with the child until the parent/guardian arrives at the hospital.

## **ADMISSION**

All families need to complete a registration packet which includes a Health Appraisal Form signed by a medical professional which includes the immunization requirements, Emergency Information Record, Student Website Authorization, Student LivNet Authorization, Outdoor Permission Slip, and Written Information Packet Documentation Form and Parent Handbook/Concussion Acknowledgement Form before being admitted to any Livonia Early Childhood Center program. The childcare program requires the following additional forms: Lunch Sign-Off Statement, Permission Slip for Applying Sunscreen/Insect Repellent and the Food Substitution Form.

## **AGE REQUIREMENTS**

Students in the preschool and childcare programs are required to be the designated age for the class based upon registration criteria.

## **ALLERGIES**

It is the responsibility of the parent/guardian to notify the program supervisor, as well as the classroom teacher, of any severe allergies. The Parent/guardian is also required to complete appropriate forms (Health Care Plan and Medical Authorization Forms) as required by the District and Licensing. If emergency medication, such as an epi-pen may be needed, a doctor's authorization must be on file along with a completed Health Care Plan and the medications must be on site prior to the first day of student attendance. All prescribed medication must be in the original container with the child's name and dosing instructions. The programs will follow these plans and only administer physician prescribed medication.

### Health Care Plans:

The following conditions would require your child to have a Health Care Plan in place before attending Livonia Early Childhood Center:

- Allergies (i.e. food, medicine, environmental)
- Asthma
- Diabetes
- Seizures

In addition, a Medication Authorization form must be completed for each individual medication/epi-pen that your child requires. No medication for the above conditions will be given by staff unless directed by a Health Care Plan.

## **ALTERNATE CLASSROOM SITES/FIELD TRIPS**

The parent/guardian will provide transportation and remain with their child for the duration of these scheduled events.

## **BUILDING SECURITY**

Livonia Early Childhood Center utilizes a security system in which the doors are locked for student safety. Upon arrival, children will wait outdoors with their parents/guardians for the classroom staff to admit the children into the building to attend class. Upon dismissal, parents will wait outside the building at a designated entry/exit point and will receive their child from a staff member who will dismiss the children directly to them or an individual as listed on the child's emergency card. Visitors to the building will use the front entrance and will need to communicate with the office staff while in the vestibule.

## **CELL PHONES**

Students may not have cell phones on their person during class times. Cell phones must be turned off and stored in a child's backpack during class.

## **COMMUNICATIONS**

All communications including newsletters, calendars and upcoming events, will be detailed on the teacher's websites at: [lecc.livoniapublicschools.org](http://lecc.livoniapublicschools.org). You will also receive text reminders of important information from the school through the Remind App or the billing system.

## **DISCIPLINE**

Discipline is viewed as a learning experience. Staff use positive guidance techniques in helping children move toward self-control and cooperation. Limits and expectations are stated clearly and appropriately for each child's developmental level. Whenever possible, the child is offered a choice of appropriate behavior in order to involve the child in the decision-making process. Children may be removed from situations in which they might hurt themselves, others, or property. Children are never left alone. Verbal, physical or emotional punishment is prohibited, including spanking, bribery, shaming, shaking, threats or deprivation of food. It is expected that parents/guardians will refrain from using physical punishment or threats of punishment while on the premises. The staff utilizes teaching aspects derived from PBIS (Positive Behavior Intervention Support). Your child may be withdrawn from a program for persistent disruptive behavior that interferes with the overall classroom environment and learning processes of others. The parent/guardian will be contacted immediately in case of an emergency or severe discipline problem.

## **DRESS**

Students should wear comfortable play clothes. In addition, athletic shoes with proper fit, support and rubber soles must be worn to participate in the gym/gross motor room and on outdoor play structures. Your child may not participate if wearing any type of boot, dress shoe, Crocs, sandals, flip-flops or any other non-athletic shoe. Children will have opportunities to explore and play outside, weather permitting. Please dress your child appropriately. All personal possessions must be clearly labeled. Your child should always have a complete change of clothing in their school bag or child's cubby.

## **EMERGENCY**

In the event of an emergency, Livonia Public Schools employees follow parent/guardian instructions when applicable. The parent/guardian agrees to adhere to all regulations as specified by the Livonia Public Schools.

## **EMERGENCY CARDS**

Emergency forms must be fully completed before your child's first day in class. Children will not be released to anyone not listed on the emergency form, even with verbal approval. Emergency contacts must have picture ID in order for the Center to verify prior to releasing a child.

## **EMERGENCY CLOSING**

If a severe weather problem occurs, a cancellation announcement will be aired on the local Livonia cable station, Channel 15, and local television/radio stations. Parents receive an automated phone call and an email blast to inform them of a school closure. If an emergency closing occurs during the day due to lack of power, water main break, etc., the parent/guardian will be contacted to pick up their child. Whenever Livonia Public Schools are closed, Livonia Early Childhood Center will also be closed. Tuition credits/refunds will be processed after the fifth emergency school closing to those families affected by the emergency closure.

## **ENROLLMENT**

Only a parent/guardian may enroll a child. The holding fee(s) and registration fee(s), child information record (listing emergency phone numbers), a copy of a current immunization record, the health appraisal form, Health Care Plan and medications (if applicable), must be provided to the Center before beginning the program. All information must be kept up to date.

## **FIELD TRIPS**

A parent/guardian must complete a permission slip and be aware that there will be a separate charge for admission and transportation fees, if applicable. There will be no refund of admission or transportation fees due to absences.

## **FIRE/TORNADO/LOCK-DOWN**

Fire/Tornado/Lock-down drills are scheduled on a regular basis. All staff and children are required to participate.

## **GYM/ENRICHMENT ROOM**

Use of the Gym and Enrichment Room are restricted to registered students who are in class and accompanied by a teacher. Children must wear athletic shoes in order to participate in Gym/GMR activities.

## **HOLIDAY/BIRTHDAY/SPECIAL CELEBRATIONS**

Celebrations may be observed in each individual classroom/program as planned by the building staff in support of themed lessons. Due to the increasing number of students with allergies, these celebratory events will not include any food items. If food is a necessary component of the curriculum, you will be notified in advance to make sure your child can safely participate. All required food elements will be program-provided. Non-food type items such as stickers, pencils, etc. may be donated to the classroom teacher to celebrate a special event on your child's birthday, if you so choose. Please be aware that the Center does not allow balloons in the building as they present a choking hazard for young children. Food items will not be accepted from the parent/guardian and will be returned, in its entirety, to the donating family should they be brought to school (does this apply anymore)

## **HOURS OF OPERATION**

Livonia Early Childhood Center is a licensed center with specified hours of operation based on the program. The childcare program is open from 7:00 a.m. to 5:30 p.m. during the traditional school year and throughout the summer months. The hours of operation vary by program.

## **ILLNESSES**

For the protection of all children, a child will not be accepted at the Center if he/she has any of the following symptoms:

- An inner-ear temperature above 100.4 degrees;
- Intestinal problems with diarrhea or vomiting;
- Any type of undiagnosed rash;
- Any type of communicable illness (Covid 19, chicken pox, measles, strep, pink eye, etc.); or,
- Congestion or discolored discharge of the nose, ear or eyes.

A child that exhibits any of the above symptoms may not return for at least one complete school day following the onset of the illness and then must be free of all symptoms of the illness without the use of any fever reducing medication. Guidelines as directed by Wayne County Health Department must be met for a child to be readmitted to the program. Please call the office at 734/744-2813 for further clarification, if applicable, and to report any communicable illness.

## **LATE PICK UP OF A CHILD**

Children must be picked up at the end of their scheduled class. Failure to do so will result in a fine of \$20.00 for the first 15 minutes and \$10.00 for each additional 15 minutes or a portion thereof, per family. More than three occurrences in a year may result in expulsion from the program. Payment for late pick-up of a child will be billed on the following month's invoice.

## **LOST AND FOUND**

Items that have been lost and found are located in a plastic tub in the Welcome Center. These items are periodically discarded. Jewelry, keys, wallets and other valuables are kept in the registration office.

## **MEDICATION**

If a child must have prescribed or over-the-counter medication during the time they are at Livonia Early Childhood Center, the parent/guardian may come to school and administer the medicine or the parent/guardian may have a staff member administer the medication after following these steps:

1. The child's doctor completes a Medication Authorization form.
2. The Medication Authorization form is given to the child's instructor/teacher, along with the appropriately labeled container of medication. The dosage on the Medication Authorization form must match the dosage on the labeled container. A staff member will administer the medication in the presence of a witness and record the dispensation in the medication log.
3. At no time may the prescribed or over-the-counter medication be sent to the Center in the child's backpack.
4. At no time may students self-administer any medication.

## **OFFICE HOURS**

The registration office is open daily from 7:30 a.m. until 4:00 p.m. Monday through Friday.

## **OUTDOOR ACTIVITIES**

Children will have opportunities to explore and play outside when the weather permits. Per Licensing, the children go outdoors when the temperature, including the wind chill, is 20 degrees or higher. If a child is at school, they must be able to fully participate in all daily activities including outdoor play. Parents must send appropriate outdoor clothing on a daily basis.

## **PARENT COMMUNICATION**

Parents receive weekly emails from the Building Principal regarding important and upcoming events. The classroom teachers also email their parents of any important information pertaining to their child(ren).

## **PARENT/TEACHER ASSOCIATION (PTA)**

Livonia Early Childhood Center has an award-winning PTA. They are largely responsible for the purchase of supplies and equipment that would otherwise not be available for use. We encourage each and every parent/guardian to join and participate as your involvement is the key to a successful school experience.

## **PARKING/TRAFFIC**

Safety is a priority at Livonia Early Childhood Center. Children must always be accompanied by an adult whether in or out of the building. Children may not leave a classroom unaccompanied or wait alone by the entrances. Vehicles must be turned off when parked at Livonia Early Childhood Center. Children may not be left unattended in a vehicle. We are required to call the police if children are left alone. The driveway in front of the building is NOT available for parent use for any reason; it is for authorized staff, delivery vehicles, and emergency vehicles ONLY. Parents must hold their child's hand when they are in the parking lot to avoid injury.

For security purposes, doors at the west end of the building will be locked at all times. Please enter the building at the Welcome Center.

## **PAYMENTS /FEES**

At the time of registration, a holding fee (\$200.00 for Childcare, the last month's tuition for Preschool) will be due per child PLUS a \$100.00 non-refundable registration fee for the 1<sup>st</sup> child and \$65.00 for each additional child(ren). **If withdrawal from the program occurs, all fees, and tuition prepayments, are non-refundable. Tuition prepayments are required to hold student/infant enrollment spaces that are to begin after September 1st and will be applied to tuition once enrollment begins.** For the childcare program the holding fee will be applied to the first month's tuition. For the preschool program the tuition installment will be applied to the June tuition. All tuition payments are billed on the first of each month and are due on the 10th of each month. Invoices are not auto-emailed each month. Parents must log onto their EZChildtrack account after the 1<sup>st</sup> of each month to view their invoice. Payments are paid online at: <https://www.ezchildtrack.com/lps/parent>.

- Late fee of \$30 is charged for payments not submitted in accordance with this policy.
- A \$25.00 return check fee will be assessed for any check returned by a financial institution.
- Processing fee of \$20 is charged for each contract change.
- Processing fee of \$20 for withdrawal from the program.
- Please note, save your monthly invoices to use for tax purposes as they provide cumulative activity. Tax statements are not provided.

## **PERMISSION SLIPS**

A parent/guardian must sign a permission slip for each program. These slips may include permission for your child to take a walking field trip, to have sunscreen, diaper cream, insect repellent, etc. applied, to have his/her photo taken and published in the local newspaper, or to be videotaped for the local Livonia Public Schools channel.

## **PERSONAL BELONGINGS**

Children are not allowed to bring toys or games from home unless pre-arranged with the classroom staff.

## **PETS**

Pets are not allowed in the building at any time unless they have been pre-approved by the Building Principal, or her designee, to support directed program curriculum.

## **PLAYGROUND**

Children may play on approved playground structures that are located on the south of the building provided they are not in use by program staff and students at the time. Due to injury concerns, at no time may a child play on the grassy areas in front of the building or the side office area by the parking lot. Children are also not permitted to climb on the handrail or flagpole located by the front doors or walk/run through the adjoining flower beds due to the potential of personal injury.

## **REFUNDS**

When written notice is received in the Livonia Early Childhood Center registration office two weeks prior to the start of a program, the full tuition, MINUS the registration fee and processing fee, will be refunded. Prepaid tuition is non-refundable.

## **REGISTRATION**

Parents must register annually for all Early Childhood Programs. Enrollment is based upon availability, with courtesy days scheduled for those families currently enrolled in a Livonia Early Childhood Program. There is an annual non-refundable registration fee for each program.

## **SIGN IN/OUT PROCEDURE**

All children must be signed in and out each day by their parent/guardian per Licensing regulations. If a different adult is to pick up the child, a picture identification card will be required to verify identity. The child will only be released to an individual listed on the child's information card. During pandemic operations the staff will be required to sign each child in and out for the day once receiving the child from the parent/guardian at the facility door.

## **SNACKS/MEALS**

Snacks/breakfast will be center-provided for all classes, subject to Licensing, that are 2.5 hours or more on any day. Snacks will not be provided or served in any program that is less than 2.5 hours in duration, unless otherwise dictated in a formal health care plan or approved by the program supervisor and directly supports curriculum. Lunches must be provided by the parents for the Childcare and full day Preschool classes. For the GSRP program, the Center provides breakfast, lunch & snacks. If a child is allergic to any of the foods provided by the Center, the parent/guardian agrees to provide alternate food for the child. On occasion, a purchased "fun lunch" may be provided by an outside vendor. Payments for fun lunches are the responsibility of the parent/guardian.

## **TRANSPORTATION**

Transportation is provided for the ECP & GSRP programs upon request. For the Childcare and Preschool programs, transportation to and from Livonia Early Childhood Center is the responsibility of the parent/guardian.

## **VACATIONS**

The school calendar includes several vacation days during the traditional school year in which tuition is not charged. Credit will not be given for additional vacation with the exception of children who are enrolled for 12 month periods. Children must be registered for at least one year in the childcare program. After one year in the program, 12 month child care families will receive vacation equal to the number of regularly scheduled days the child comes each week.

## **VISITORS**

Parents/guardians are welcome to visit in their child's classroom. To schedule a visit or observation, please contact your teacher or the program supervisor. Please report to the *Welcome Center* to sign in once approved for a classroom visit.

## **VOLUNTEERS**

In an effort to ensure the safety and security of all children, it is necessary for all parents/guardians who will be chaperoning field trips and/or volunteering in the classroom/building to provide information for a criminal background check (ICHAT). Volunteers will be required to have an ICHAT check done each school year. Any individual registered on the Public Sex Offender Registry (PSOR) is prohibited from having contact with any child in care. Volunteers are required to report suspected child abuse and neglect. Child abuse is considered to be "harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare". The Child Protection Law states that a reporting person who has "reasonable cause to suspect" child abuse or neglect shall immediately make, by telephone (1-855-444-3911) or otherwise an oral report, or they will cause an oral report to be made to DHS Children's Protective Services.

## WITHDRAWAL

A two-week (operational) written withdrawal notice is required once the program starts for all Early Childhood Programs. Those who fail to provide such notice will be charged tuition for that period of time. If you withdraw your child from the program and have paid tuition in full, the registration fee(s) and processing fee will be deducted from your refund. If you are pre-paying tuition in order to hold a spot for an infant, and should withdraw before starting childcare, any paid tuition is non-refundable.

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Main Office Ext. 22903  
Preschool Enrichment Ext. 22903  
Child Care Ext. 22916  
GSRP Office 22903  
School-Age Child Care Ext. 22930

# **LIVONIA PUBLIC SCHOOLS BOARD/DISTRICT POLICY**

## **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.

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.

## 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 the 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 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 suspension 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 suspension 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 suspension 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 suspension 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 suspension 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, principal, other school personnel, or persons acting in a chaperone or supervisory capacity.

*Penalty – Ranging from suspension 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 suspension 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 suspension 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 suspension 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 suspension 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 weapons.

## **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 suspension 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 suspension 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 suspension 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 suspension to expulsion*

## **O. Toy Weapons**

A student shall not possess a toy “look alike” gun or other weapon.

*Penalty – Ranging from suspension to expulsion*

## **P. Gang Activity**

A student shall not engage in gang activity.

*Penalty – Ranging from suspension 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 suspension 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 suspension 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 suspension 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 suspension 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 suspension 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 suspension to expulsion*

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:

1. Physically fighting with or assaulting another person resulting in physical injury.
2. Possessing, using or being under the influence of alcohol or a controlled substance.
3. Having a "dangerous weapon" as defined by the Revised School Code.
4. Possessing or using fireworks or explosives.
5. Destroying or defacing school property.
6. Causing a false fire alarm.
7. 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.

## 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, 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. **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.

2. **Expulsion** – The permanent exclusion from the school system by action of the Board of Education.

### **C. 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 himself/herself, other students, or the educational process.

If, upon conclusion of the investigation and meeting 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 decision of the director of administrative services 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; and,
- e. the right to appeal any adverse decision of the hearing officer if the suspension is more than twenty (20) school 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 guardian 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 guardian, a written decision.

If the hearing officer's decision recommends expulsion and the student and/or his/her parents or guardian 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 for 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 guardian 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.

Suspension from school will be considered an unexcused absence. Days missed resulting from suspension will be included in the total number of days of unexcused or excused absences which may result in a student 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, please call and make arrangements.

**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. 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. 1168, 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 Administrative Services
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.

### **Bicycles/Wheeled Equipment**

Bike riding, rollerblading/in-line skating, skateboarding, and riding a scooter are prohibited on school property during school hours and when school activities are occurring.

### **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 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.

### **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 Family Independence Agency. 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 Family Independence agency 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 Family Independence Agency.

### **Tobacco-Free Schools**

Livonia Public Schools is smoke-free under a law banning the use of tobacco/vaping 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.