

Churchill High School



Student Handbook 2021-22

**The student handbook can also be found on-line at
www.livoniapublicschools.org/domain/2920

This handbook belongs to:

Churchill High School Mission Statement:

The Churchill High School staff is committed to providing a safe, positive and challenging learning environment, motivating all students to reach their greatest potential.

Regular Daily Schedule

Pledge & Announcements	7:25	7:28
1 st hour	7:28	8:24
2 nd Hour	8:30	9:26
Silent Reading	9:32	9:47
3 rd Hour	9:47	10:43
4 th Hour	10:49	12:16
A Lunch	10:49	11:14
B Lunch	11:20	11:45
C Lunch	11:51	12:16
5 th Hour	12:22	11:18
6 th Hour	1:24	2:20
7 th Hour*	2:26	3:22
*No class on Wednesdays		

INTRODUCTION

It is our pleasure to welcome you to Churchill High School. We look forward to a positive and productive year.

The years you spend in high school will be among the most memorable of your life. It is the desire of the Churchill staff to assist you in every way possible to assure a positive and successful high school experience.

To this end, this handbook relates the various policies and procedures which will govern our activities during the school year. These rules and regulations must be implemented so that you, as one of the young men and women at Churchill High School, may receive in a safe and orderly fashion the best possible education that we as a community can offer. Your attainment of a quality education is the key factor in both the formulation and implementation of these policies and procedures.

We hope mature, responsible students will find the procedures to be fair, regulative measures necessary in a public high school comprised of some 1300 students. In addition, we hope that the students who need more direction will find the policies to be helpful guidelines.

The staff of Churchill High School is looking forward to working with you in making this school year your best ever. Hopefully, you will continue as productive, well-rounded citizens, find enjoyment in your daily activities, and realize your educational goals.

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 inquires 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](tel:7347442566) . 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](tel:7347442524).

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COUNSELORS

Many times, during the high school years, a student will feel the need to talk with someone about school problems, future goals, or perhaps personal matters. Therefore, guidance and counseling services are available to every student in our school, and each student is assigned a counselor. The student should check in with the secretary who will either request that the student make an appointment or will have the student wait in the outer area of the counseling office until the counselor is available.

Your counselor may send for you from time to time to talk with you individually or in small groups about your school progress, to schedule classes for the next school year, or just to get to know you.

Seniors are encouraged to submit college and/or scholarship applications and requests for a personal recommendation in a timely fashion. Submissions made five school days prior to the due date will enable counseling to more accurately generate recommendations and transcripts.

Parents are encouraged to contact the counseling office for information or assistance at 734-744-2650 ext. 46950.

DUAL ENROLLMENT

Public Act 160 of 1996 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. PA 160 was amended by SB 622 effective July 1, 2012. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. Refer to our Programs of Study or your counselor for more information.

GRADE LEVEL CREDIT ADVANCEMENT

All students are assigned to a fixed graduation cohort year and will automatically advance to the next grade level during the district's summertime rollover process. There are no minimal credit requirements for the progression from one grade level to another. All ninth-grade students will become tenth-grade students regardless of credits earned. Students will be considered behind in credits and not on track to graduate with their four-year cohort if they do not progress along the following credits earned guideline:

- By the end of 9th grade.....5.0 credits
- By the end of 10th grade.....11.0 credits
- By the end of 11th grade.....17.0 credits

Students who have not earned 23 credits by the end of the 12th grade are not eligible to graduate.

GRADING PRACTICES

Teachers will share their grading policies and procedures with their classes at the beginning of each semester. Included in this information will be whether there is or is not a final exam. Card markings are weighted equally and the final exam ranges from zero to twenty percent of the final grade. If you have a concern about a particular grade, we suggest you contact your teacher. If a problem with a grade cannot be resolved, the counselor or assistant principal should be contacted.

When an incomplete is given instead of a mark, the student is responsible for completing the work necessary to receive a grade. Failure to do so may result in a recorded grade of an E.

Below is the Livonia Public Schools grade point system:

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.667
B	3.000	C-	1.667	E	0.000

GRADUATION REQUIREMENTS

- 1. Number of classes:** Each student shall be registered as a full-time student for a minimum of eight (8) semesters. Exceptions for the second semester of the senior year for which special schedule arrangements are necessary may be approved by the principals.
- 2. Credit Requirements:** A minimum of 23 units of credit (one unit equals one credit) must be earned.
- 3. Credit Earned Prior to High School:** A student who, prior to entering high school, successfully completes a course at a Michigan public school that is aligned with the high school course content expectations will earn credit toward fulfilling the graduation requirements. A list of courses for which this applies will be maintained by the Office of Instruction. Grades for these courses will not be used in the calculation of the student's high school grade point average.

- 4. Common Learnings:** Each student is required to earn a minimum of 18 credits in the area of common learnings outlined below:

A minimum of eighteen (18) units of credit must be earned in the following areas:

- A. Language Arts (Grades 9, 10, 11, and 12)4.0 units**
 - 1 unit Language Arts 9
 - 1 unit Language Arts 10
 - 1 unit Language Arts 11
 - 1 unit – Choice of 12th Grade Language Arts Classes
- B. Mathematics.....4.0 units**

Four units of mathematics which must include at least Geometry, Algebra I and Algebra II (or an equivalent) with a math or math-related class in the final year are required.
- C. Science.....3.0 units**
 - 1 unit Biology
 - 1 unit Chemistry
 - 1 unit Physics/Physical Science or a complete CTE Program
- D. Social Studies.....3.0 units**
 - 1 unit World History
 - 1 unit U.S. History
 - 0.5 unit American Government
 - 0.5 unit Economics
- E. Physical Education.....1.0 unit**
 - 0.5 unit Personal Fitness
 - 0.5 unit Health
- F. Visual, Performing, and/or Applied Arts.....1.0 unit**
- G. World Language.....2.0 units**
 - 2 units of the same World Language or
 - 1 unit of the same World Language and 1 unit of Career and Technical Education (CTE) or
 - 1 unit of the same World Language and 1 unit of VPAA in addition to required VPAA credit

TOTAL..... 18 units

- 5. Electives:** Of the 23 units required for graduation, 5 units of credit may be electives.
- 6. Online Learning Experience:** Students are required to experience twenty (20) hours of online learning. The requirement will be met through online experiences provided in high school core required courses.

7. **Personal Curriculum Plan:** A personal curriculum plan in which graduation requirements are modified in accordance with the state mandated Michigan Merit Curriculum may be developed for a student. For example, the VPAA requirement can be modified through a personal curriculum plan for a student who takes additional credit(s) beyond the required credits in English language arts, math, science, or world language or if the student completes a CTE program.
8. **Testing Out:** A student will receive credit for a Michigan Merit Curriculum course in which the student earns a qualifying score on the test out that measures a student's understanding of the subject area content expectations that apply to the credit. Test out scores will not be used to calculate grade point average. Testing out is not a credit recovery option. Additional information can be found on the district website.
9. **Required Testing:** As a requirement for graduation, a high school student must participate in all state or federal academic testing programs which the school district is required to administer, unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services. A high school student's failure to meet this requirement will render him/her ineligible for a high school diploma and will preclude that student's participation in graduation commencement exercises. Any deviation from this requirement must be approved by the superintendent or his/her designee.
10. **Early Graduation:** If a student meets all other requirements, approval for early graduation may be granted at the end of seven (7) semesters. To apply for early graduation, the Application for Early Graduation and a letter to the principal must be completed by the end of the first card marking of the student's senior year. Approval for early graduation will be contingent upon educational experiences or training in high school which have afforded the student early entry into college or an advanced training program, a concrete job offer utilizing these educational experiences, or family financial need. Diplomas will be issued in June. An exception to this section may be granted with approval of the Board of Education upon the recommendation of the superintendent.

ACADEMIC LETTERS

An Academic letter will be awarded to any student who completes four full-time semesters of Livonia Public High School course work with a grade point average of 3.50 or better. Students who achieve such a high accomplishment will be awarded the Chenille letter shortly after the semester ends.

HONOR ROLL

The following criterion must be achieved to earn honor roll status:

- A minimum of a 3.25 GPA for that semester
- No grade lower than a B-
- No marks of 4 or 5 in citizenship

A list will be posted outside the auditorium and a certificate will be printed upon request in the principal's office.

HONORS NIGHT

Senior Honors Night is an evening dedicated to recognizing seniors for outstanding achievement throughout their high school career. Invitees must meet the graduation requirements and have earned credit for a diploma. Only seniors with GPAs of 3.50 or higher will be honored. In addition, students may receive a departmental award for excellence within a specific department.

IMPORTANT CREDIT INFORMATION

1. The maximum number of classes which a student can take for credit in any one semester is seven (7). All classes beyond the six during the regular school day require counselor approval. Correspondence and internet classes require principal approval.
2. Academic credit is not given for religious instruction classes to students who transfer from private or parochial schools.

HIGH SCHOOL PROFICIENCY TEST

The high school proficiency tests are given to all eleventh-grade students in the areas of mathematics, reading, science, social studies, and writing. These tests were designed to test the state's core curriculum objectives assessing the student's ability to apply skills and strategies to mathematics, science, social studies, and language arts. Per the Livonia Public Schools Board of Education Policy, all students MUST complete all district and state mandated tests in order to qualify for a diploma.

REPORT CARDS

Students will receive their report cards two times each semester. These data-processed reports are available to parents on ParentConnect within a week of the marking period closing. An attempt is made to alert parents in addition to report cards, if a student is not doing satisfactory work.

SCHEDULE CHANGE POLICY

Churchill students have their schedules arranged by computer. After schedules are distributed, only the following schedule changes will be approved:

1. Conflicts (two classes which meet at the same hour)
2. Incomplete schedules
3. Failure of a class
4. Changes due to summer schoolwork

LIVONIA PUBLIC SCHOOLS – Board Policy

High School Attendance Policy - PHILOSOPHY OF ATTENDANCE

The Livonia Public Schools are 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. Our goal is to work cooperatively with parents and students; we wish to maintain high standards and instill the work traits of punctuality and outstanding attendance. Those students who skip class or accrue excessive absences in a class could lose credit for that class.

ABSENCES

Ten 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. In such cases, there is a loss of credit and an "EW" may be posted on that student's report card and transcript.

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 students' attendance online.

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 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 as a result 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.

CHURCHILL ABSENCE PROCEDURES

1. Parents/Guardians are required to contact CHS regarding their student's absence by accessing the Google Doc Absence Form on the Churchill web site or by calling the absence line at 734-744-2651 by noon on the day of the absence. If a student falsifies this information through the Google Doc or phone, the student may receive consequences.
2. All absences are recorded in the ParentConnect program which can be viewed by parents/guardians using the designated login. If a 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.

ARRIVING LATE TO SCHOOL

Students who arrive more than ten (10) minutes late to 1st hour should sign in at the main office. The parent or guardian should report late arrivals using the Google Doc Absence Form or by calling the absence line at 734-744-2651.

CHECKING OUT OF SCHOOL

Students who need to check out during the school day should bring a note from their parent or guardian to the main office prior to their first hour. The note must contain name of student, date of absence, time of departure, parent signature, and contact number. Students who miss ten (10) minutes or more of a particular class period will be marked absent for that class.

Parents coming to the building to check out their student should report to the main office for assistance. Please bring ID with you.

Safety considerations make it imperative that students officially check-out in the main office. If students become ill or are injured at school, they should report to their teachers who will refer the students to the main office. All calls to parents must be made from the office. The check-out procedure requires the student to have a signed check-out pass.

Any student leaving school, regardless of age, is to check out in the main office prior to leaving the building. Failure to do so may result in disciplinary consequences.

REQUESTING HOMEWORK

If an absence is of an extended nature (at least three days) arrangements may be made through the teacher directly via e-mail. If not, contact the counseling office to request homework. It should be noted that at least a 24-hour period is required between the initial phone contact and when assignments will be available to be picked up. Assignments are to be picked up in the counseling office by 3:00 p.m.

TARDY POLICY

1. Unexcused tardiness is defined as not being in class when the bell stops ringing. A student will be considered absent if he/she is more than ten (10) minutes late to class. First hour tardiness may not be excused by a parent unless supported by a doctor's note.
2. After the third unexcused tardy, the teacher should contact the parent.
3. After the fifth unexcused tardy, the teacher may assign a detention.

4. After the seventh unexcused tardy, the teacher may refer the student to his or her assistant principal.
5. After the tenth tardy, the student may be put on a tardy contract.

If school-wide tardiness becomes an issue, Churchill administration may implement additional programs to encourage punctuality.

TRUANCY

In cases of truancy, the student's assistant principal will file truancy paperwork with Wayne County Family Division requesting a truancy hearing.

PROCECURES GOVERNING VIOLATIONS OF SCHOOL RULES STUDENT DISCIPLINE – NOVEMBER 17, 2014

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 on 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.

I. PROHIBITED ACTS

A. Disruption of School

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

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

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

1. Occupying any school building, school grounds, or a part thereof with intent to deprive others of its use;
2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. Setting fire to or substantially damaging any school building or property;

4. Firing, displaying, possessing or threatening use of firearms, explosives, or other weapons;
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly;
6. Preventing students from attending a class or school activity;
7. Except under direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus;
8. Intentionally causing or behaving in such a way as to cause a false fire alarm or bomb threat; and
9. Continuously making noise or acting in any manner so as to interfere with the teacher's ability to conduct his/her class.

Penalty - Ranging from warning to expulsion

B. Theft, Damage or Destruction of School Property

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

Penalty - Ranging from warning to expulsion

C. Theft, Damage or Destruction of Private Property

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

Penalty - Ranging from warning to expulsion

D. Assault on Another Person

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

Penalty - Ranging from warning to expulsion

E. Weapons and Dangerous Instruments

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

Penalty - Ranging from warning to expulsion

F. Failure to Comply with Directions of School Personnel

A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, paraprofessionals, principals, other school personnel, or persons acting in a chaperon or supervisory capacity.

Penalty - Ranging from warning to expulsion

G. Criminal Acts

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

Penalty - Ranging from warning to expulsion

H. Verbal Abuse and Profanity

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

Penalty - Ranging from warning to expulsion

I. Verbal Assault

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

Penalty - Ranging from warning to expulsion

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

J. **Bomb or Similar Threats**

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

Penalty - Ranging from warning to expulsion

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

K. **Violations of Building's Rules and Regulations**

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

Penalty - Ranging from warning to expulsion

L. **Alcohol**

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

Penalty - Ranging from warning to expulsion

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

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

Penalty - Ranging from warning to expulsion

N. **Smoking**

A student shall not use or possess tobacco products or e-cigarettes inside any school building or on the school grounds or at any school activity.

Penalty - Ranging from warning to expulsion

O. **Toy Weapons**

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

Penalty - Ranging from warning to expulsion

P. **Gang Activity**

A student shall not engage in gang activity.

Penalty - Ranging from warning to expulsion

Q. **Recording Without Permission**

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

Penalty - Ranging from warning to expulsion

R. **Making False Statement**

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

S. **Falsification of School Document**

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

T. **Inappropriate Communications**

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

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

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

V. **Misconduct Prior to Enrollment**

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

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

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

Penalty - Ranging from warning to expulsion.

SCHOOL REGULATIONS/GENERAL INFORMATION

ADMINISTRATIVE REGULATION

The Churchill administration reserves the right to act upon any issue that it deems to be inappropriate or unauthorized.

BUILDING ACCESS

Entry into a school building or area of a building without authorization is not permitted. Accessing records or materials in a 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, as well as trespassing, and may result in disciplinary action.

Students should leave school grounds fifteen (15) minutes after final dismissal unless under the supervision of a staff member. Students are not allowed to use the athletic facilities unless under the direct supervision of a Churchill staff member.

Violations of these may result in disciplinary actions or trespassing charges.

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
- 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.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. To the extent permitted by law, documents comprising the investigation will be maintained in a secure manner, will not be co-mingled with other documents, and will be disclosed only in accordance with law or on a "need to know" basis.

CHEATING/PLAGIARISM

Cheating and/or plagiarism is the act of stealing or copying someone else's ideas, words, or work and passing it off or claiming it as your own. This is clearly dishonest and unacceptable at Churchill High School.

Plagiarism consists of:

1. Direct quoting without giving credit to the source.
2. Omitting quotation marks to indicate quoted material.
3. Paraphrasing the idea(s) of others without giving them credit.
4. Copying any work of other students.
5. Handing in work which has already been given credit or which was done by another.

6. Copying word for word or taking material verbatim from the internet without proper documentation.

Students thought to have plagiarized will be advised by the teacher that the policy is being implemented. The teacher who discovers cheating or plagiarism will immediately confiscate the paper, test, or project, contact the parent, and write a disciplinary referral to the administrator. The particular circumstances involved in each specific case will determine the teacher's recommendation.

Penalty could include loss of credit for the test/paper/project, a failing mark for the card marking period, suspension from school, and/or withdrawal from the course with an EW. Subsequent plagiarism or cheating in class will result in more severe penalties including possible failure for the semester.

CLUB AND ACTIVITY LETTERS

Certain clubs and activities may choose to recognize success in their endeavors with a club or activity letter. Minimum criteria to be awarded such a letter will be two years of involvement in the club or activity along with other criteria as determined by the sponsor and the administration.

COMMUNICATION DEVICES

Students are not to use electronic communication devices in class unless authorized by the teacher. 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 approved by the teacher.
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 may have their mobile devices confiscated by an administrator. The student will face disciplinary action (ranging from warning to suspension) and the device will be returned to the student or a parent/guardian at the administrator's discretion.

CONFIDENTIAL HOTLINE – 734-744-2545

Livonia Public Schools has a confidential hotline to assist parents and students who need to give information to the district that they feel is important but who may wish to remain anonymous.

DELIVERIES

Except for special circumstances requiring prior 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 the students into the building during the school day may drop the item(s) off in the main office. Students may pick up their items during passing time.

DRESS AND GROOMING STANDARDS

The spirit of the Livonia Public Schools dress and grooming standards is best reflected in the following excerpt from the Board of Education policy:

"Dress or grooming which is distracting to or disruptive of the educational process is prohibited." These guidelines are offered as general statements so that students and parents/guardians can select and purchase clothing appropriate to the school environment. As in most other things, good judgment and common sense are the ultimate standards.

Students who arrive at school inappropriately dressed will be asked to remedy the problem. This may involve being sent home to change a particular article of clothing. Parent/guardian cooperation is appreciated. Detentions and suspensions are appropriate for students who continue to disregard the dress code policies.

Exceptions to the above for “special” days may be declared by the administration.

In order to assist students and parents to comply with this provision, the following guidelines have been developed. The school administration maintains the right to restrict anything that is deemed to be unauthorized or inappropriate.

1. Shorts, skirts, and dresses worn to school must be modest in nature and appropriate for school.
2. Tops worn to school must be modest and appropriate. Tops that are too revealing or expose undergarments are not permitted. Bare mid-ribs or exposed sides are not permitted.
3. Pants that reveal under garments are not appropriate. Under garments may not be worn as an outer garment.
4. Shoes must be worn at all times.
5. Ball caps, weave caps, faith-based head coverings, and doctor approved head coverings are allowed to be worn during the school day and inside the classroom. Hoodies or any head covering that covers the ears and/or face are NOT allowed to be worn during the school day. This includes inside the classroom.
6. Clothing with logos or designs that promote inappropriate or illegal behavior such as smoking, sexual harassment, drugs, or alcohol are not to be worn to school. Clothing with suggestive messages or inappropriate language is also not to be worn to school. Finally clothing and paraphernalia believed to be gang related or indicative of gang membership or association is prohibited.
7. Sunglasses are not to be worn during school hours.
8. Jackets and coats should be kept in student lockers.
9. Any clothing or decorative adornment which could be deemed as hazardous is not allowed in school.
10. Special areas may require additional clothing standards such as appropriate clothing around machinery, eye protection dictated by O.S.H.A., and the Board of Health standards involving food preparation.
11. Unusual hair styles that are disruptive to the educational process or dangerous to other students will not be permitted.

DRUG PARAPHERNALIA

Items used in the drug use culture are not to be brought to school. If found, they will be confiscated, and the student will face disciplinary action. Examples of these items are vapes, cigarette papers, pipes, lighters, etc. These are but a few examples and Churchill will not be limited to the items mentioned.

ELECTRONIC CIGARETTES/E-CIGARETTES/VAPES (use or possession) –

The use or possession of e-cigarettes/vapes is against Churchill school policy. Students in violation of these rules are subject to suspension (similar to that of tobacco/smoking use or possession) and the immediate confiscation of the electronic cigarette and suspension.

EMERGENCY CARDS

Each student is required to have on file an emergency card signed by his/her parent/guardian for emergency situations. Class schedules will not be provided if a signed emergency card is not turned in at the beginning of the school year. Any information updates that take place during the school year should be submitted in writing, signed by a parent/guardian, and turned in to the main office. Proper documentation is required for an address change. Regular updates of phone numbers, addresses, and e-mail contacts throughout the school year are critical to ensure home/school communication.

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 who do not follow school rules and regulations will jeopardize their opportunity to participate in the prom and

commencement exercises. Suspensions would apply to all school-sponsored events and activities both on and off campus.

EXTORTION AND THREATS

Any action involving extortion or threats could be subject to disciplinary action including expulsion.

FALSE ALARMS

Any student who pulls a false fire alarm will be suspended from school. A full report will be made to the fire marshal and to the police department for prosecution as a violation of the city code.

FIGHTING

Students are expected to avoid fighting situations. Students involved in a fight in school, en-route to and from school, or at school activities will be suspended. Police involvement may be part of the disciplinary process. Any subsequent fights (during the student's high school career) will result in additional penalties including possible expulsion.

Any student that refuses to comply with directions from staff during a fight or strikes a staff member during a fight may be subject to an expulsion hearing at the board of education office.

Any student found to be inciting, encouraging, recording, or causing a loud disturbance during a fight will be subject to disciplinary action.

FORGERY

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

FRAUDULENT REPRESENTATIONS

Any false or misleading statements or actions are detrimental to the good order and functioning of the school and will result in disciplinary action. This is particularly applicable to false calls received at school.

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 or are said to "make fun of" or 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 harassment is regarded as a serious offense which is punishable by a range of administrative consequences which could include suspension or expulsion and is subject to review by the school resource officer.

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 suspension up to expulsion. A parent/guardian conference may be required before the student returns to school. The school will also notify the police department as is appropriate.

Range of suspension to be determined by school administration.

I.D. CARDS

Students are expected to carry their I.D. card at all times. Replacement costs for a lost or stolen I.D. card is \$5.00. Replacement services are offered through the Main Office.

INITIATIONS, HAZING, AND INDUCTIONS

The Churchill administration believes that initiations have the potential to embarrass, harm, demean, or jeopardize the safety of the individuals involved and thus are considered a form of hazing. Therefore, no form of initiation, voluntary or involuntary, will be permitted in connection with any club, athletic team, or activity

associated with Churchill High School. Any induction into a school-sponsored organization must be authorized by the administration.

LEAVING THE SCHOOL BUILDING

Churchill High School is a closed campus. No one should leave the school building or campus without permission. When it is necessary to leave the school during the school day, students must check out through the main office. Trips to the parking lot require administrative approval. If a student leaves without permission at any time for any reason during the school day, he or she will face disciplinary action ranging from warning to suspension with potential loss of parking privileges.

LOCKERS

Lockers are provided to all students and should not be shared. Locker combinations should be kept in the strictest confidence. Lockers are the property of the school district and school personnel may enter the lockers from time to time and inspect the contents without notice to or the approval of the student.

LOST AND FOUND

A lost-and-found location is provided in the planning room. Since it may require several days for a lost article to be turned in, a student who has lost an item should persist in inquiring for it. Unclaimed articles will be donated or disposed of.

MEDICATION AT SCHOOL

It is recognized that certain medications may be necessary and must 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 child during school hours.

When medication is necessary during school hours:

1. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. Please contact the school office to make appropriate arrangements.
2. If school personnel will be administering medication, the accompanying medication authorization form must be completed by the student's physician and parent or guardian and returned to the school office before administration of medication. **This authorization is valid for the current school year only.**
3. 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 the building principal.
4. "As needed" medication requires a physician's statement specifying dosage limits.
5. All medications to be administered at school must be in an original, appropriately labeled container. (Must specify student name, medication name, frequency, and dosage to be given.)
6. **Both** prescription and nonprescription medications require a completed physician and parental/guardian authorization form.
7. All medications that are to be administered by school personnel must be brought to school and immediately turned in the school office. Inhalers or medication for life-threatening situations may be maintained by the student or in other locations as approved by the building administrator.
8. All controlled-substance medications (defined as drugs regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens) will be counted and recorded upon receipt with the parent/guardian.
9. Medication left over at the end of the school year, or after the student has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log.
10. Individual exceptions to these procedures must be approved by the building principal.

STUDENT DRIVING and PARKING

Student parking is limited and requires purchase of an approved permit. A permit can be used for one car only. Parking is a privilege, not a right, and no student is guaranteed a permit. Student parking is only allowed in the student lot. Students must have passed all classes the previous semester to be eligible for a parking permit. Parking permits may be revoked at the discretion of the administration.

Distribution of student permits is limited to seniors and juniors through the end of first semester. Sophomore applications may begin at the start of the second semester. Freshman will not be considered for a permit.

PARKING STANDARDS

All school building rules and expectations apply equally to the parking lot and grounds. A vehicle driven by a student is required to have an assigned parking permit affixed to the lower left front windshield. Drivers and their passengers are expected to exercise good judgement and common sense necessary to keep the parking lots and adjacent streets safe. Violations of laws and school parking standards may result in ticketing by the Livonia Police and/or towing at the owner's expense.

Students are not allowed to return to the parking lots during school hours without administrative permission. A student using a car to leave school, without properly checking out through an office, may lose parking privileges.

The privilege of parking comes with responsibility. Through use of the school parking lot, students are consenting to allow school personnel to search the vehicle. Illegal drugs, alcohol, weapons, or other dangerous instruments may be seized and used as evidence in a suspension or expulsion hearing. Police authorities may also be notified. Failure of a student to submit to a search will, at minimum, lose parking privileges.

Parking on school grounds is a privilege. Excessive absences may result in a student's parking privilege being revoked.

PARKING FEE

Students granted a parking permit must pay a \$50.00 fee. Checks shall be made out to Livonia Public Schools or submitted through PaySchools.com. Permits purchased after March 1 will be a \$25.00 fee.

PUBLIC DISPLAY OF AFFECTION

Kissing and other inappropriate displays of affection in the halls other than handholding are not acceptable. When such behavior is repetitive, disciplinary action will follow.

SCHOOL DANCES

Dance policies can be found on the school's website.

SCHOOL RECOGNITION JACKETS

School recognition jackets have been designed by our high school for the wearing of academic, club, or activity letters. Such jackets may be purchased through vendors listed at our student activities or athletic office. Academic letters, club letters, activity letters, and athletic letters should be worn with pride on these jackets. Anything worn on these jackets must be in compliance with the standards prescribed by the student activities director or athletic administration.

SCHOOL SAFETY

Students are expected to treat all staff and other students with respect at all times. 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, police involvement may be part of the disciplinary process. School disciplinary action will range from warning to expulsion.

SOCIAL MEDIA

Students are expected to upload, post, and represent themselves or others appropriately using social media. False representation of self or others may result in consequences. In addition, consequences may result if social media use results in a disruption to the learning environment. Consequences for violating this policy range from warning to expulsion.

TECHNOLOGY MISUSE

Livonia Public Schools Student LivNet Access Policy (11/12/18)

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

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

1. The use of LivNet at school is a privilege and may be revoked by the administrators of LivNet at any time.
2. The district reserves the right to monitor and review at any time any type of use or information accessed, used, stored, sent, received, or downloaded on district computers or equipment.
3. Any misuse of LivNet may result in disciplinary action as a violation of Board Policy JD, Prohibited Acts, B{1}, F{2}, G{3}, and I{4}. Misuse of LivNet shall include, but is not limited to, the following:
 - a. Use of LivNet for discriminatory acts, hacking or unlawful online activities, or to access, use, store, send, receive or download material, which is harmful to minors, including but not limited to hate mail, harassment, profanity, obscenity, vulgar statements, or pornography.
 - b. Illegal installation or use of copyrighted software.
 - c. Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users, and the unauthorized disclosure of personal identification information of minors.
 - d. Disrupting the operation of LivNet through abuse of the hardware or software.
 - e. Use of Livnet for any commercial-for-profit purpose.
 - f. Use of LivNet for non-educational/non-district-related communications.

{1} JD, B: A student shall not intentionally cause, or attempt to cause, damage to school property or steal, or attempt to steal, school property.

{2} JD, F: A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, teacher aides, principals, other school personnel, or persons acting in chaperon or supervisory capacity.

{3} JD, G: A student shall not commit, or participate in, any conduct or act defined as a crime by state law or local ordinance.

{4} JD, I: A student shall not commit, or participate in, any conduct or act prohibited by a school building's rules and regulations.

*The actual LivNet form requiring signatures of parent and student are signed when the student enters 9th grade or is a new registration to a school.

TEXTBOOKS

Students may be provided with textbooks. The responsibility for the return and condition of the textbooks is the students. Fines will be charged for lost and misused textbooks. If these obligations are not taken care of prior to the start of the next semester, the student's schedule will not be issued.

TRANSPORTATION

Transportation shall be provided for secondary students living more than one and one-half miles from the school of designated attendance. Exceptions may be made for safety and health reasons.

Students who are transported are required to have a bus pass or ID. If a pass is lost, a temporary bus pass, good for one day, may be obtained in the main office. A student may only have two temporary bus passes per semester. A permanent replacement pass must be made at the main office. The charge will be \$5.

The school district provides many of our students with bus transportation to school. This privilege carries with it responsibilities on the part of the students. The safety of all requires good conduct on the part of all passengers. Those students who cannot behave on the buses will be prohibited from riding them. The same high standards apply to buses as apply in school. The Board of Education believes that bus transportation is a privilege and not a right. It is expected that all students riding buses will abide by the following regulations:

1. Follow the Bus Driver's directions (without argument or discussion).
2. Stay in your seat.
3. No yelling or swearing.
4. Keep hands, arms, legs, and objects to yourself (no fighting or throwing things).
5. No eating, drinking, vaping, or smoking.

Transportation Consequences – Violation of bus rules may result in disciplinary action including warning or expulsion.

LPS buses are equipped with monitoring cameras.

TRESPASSING

Churchill High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem not to have legitimate business may be subject to trespassing charges and will be reported to law enforcement agencies. All visitors should sign in at the main doors upon entering the building.

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

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, pocketknife 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. Any persons found in violation of state or local law may be subject to prosecution.

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 “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.

When students receive in-school suspension, they may remain in the planning room throughout the day. Class work will be requested.

During an out-of-school 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.

SUSPENSION APPEAL PROCEDURES

Efforts are made at Churchill 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.

The following is the appropriate sequence of contacts to be followed when appealing a decision.

Teacher	-	First level
Assistant Principal	-	Second level
Principal	-	Third level

The appeal process for short-term and long-term suspensions has been more precisely outlined. The board of education adopted the procedure July 14, 1980. The complete document may be reviewed in an earlier section of this handbook under Board Procedures Governing Violations of the Proceeding School Rules.

Every effort will be made to ensure that students and parents are guaranteed the rights of “due process” whenever decisions affecting their education are made. However, the proper channels of communication and authority should be followed when appealing an administrative action or decision.

It is not the intent of this section to list every conceivable student infraction. Instead, efforts have been made to outline more common and significant infractions and communicate due process and appeal procedures. In the interest of student welfare or the safety of any and all school personnel, the administration reserves the right to make decisions on infractions not listed and expand any disciplinary action.

ACADEMIC ELIGIBILITY STANDARDS FOR PARTICIPATION AS A STUDENT-ATHLETE IN THE LIVONIA PUBLIC SCHOOLS

Participation in school-sponsored athletic programs plays a significant role in the development of our student-athletes. Lifelong traits such as teamwork, self-discipline, effort, and perseverance give substance to the concept of educational athletics. Granting all this, the primary focus of our student-athletes will always be in the arena of academic achievement. Performance in the academic classroom supersedes performance on the athletic fields.

Toward that end, LPS student-athletes will be expected to be passing all of their classes to remain eligible for competition in athletic contests. The guidelines for this eligibility standard are set forth below

CARD MARKING GRADES

1. Grades of student-athletes will be reviewed by the athletic director at five-week intervals.
2. Student-athletes who have two failing grade(s) at the time of the review will be deemed ineligible for competition for a period of one week.
3. Student-athletes who are failing only one class are eligible for competition if their grade point average in their remaining classes is at a 2.0 or above.
4. A failing grade is defined by a grade of lower than a D-; a period of one week is defined as beginning on Monday and ending on the following Sunday.
5. Ineligible students may practice with their teams, but are not to compete during scrimmages, games, or other events and contests.
6. An ineligible student may become eligible after sitting out a week and by having improved his/her academic performance such that he/she has no failing grades or that his/her currently running card marking GPA is at or above a 2.0 in his/her remaining five classes.
7. Ineligible students will remain on a weekly ineligible status. Their grades will be reviewed on a continuing weekly basis until they have met the performance standard and are deemed eligible.

SEMESTER GRADES

1. The athletic director will review end-of-semester grades.
2. All student-athletes who have earned two failing grade(s) on the end-of-semester report card will be deemed ineligible for competition for a period of sixty (60) scheduled school days.
3. Student-athletes who are failing only one class are eligible for competition if their grade point average in their remaining five classes is at or above a 2.0.
4. After being ineligible for a period of sixty (60) scheduled school days, that student may return to eligible status if he/she has met the academic performance standard.
5. A failing grade will be defined as an 'E', 'EW', 'I', or 'NC' as reported for the semester grade.
6. Ineligible students may practice with their team, but are not to compete during scrimmages, games, or other events and contests.

GENERAL INFORMATION

1. Card marking and semester grade point averages will be calculated using a standard scale such that A=4.0, B=3.0, C=2.0, D=1.0, E=0.0.
2. Additional honor points for Accelerated, AP, or IB classes will not be included in the calculation of a student's GPA.
3. Summer school coursework can make an ineligible student eligible during the fall semester. Courses that are taken during the summer do not have to be exact courses that were failed in the previous semester. The classes passed during the summer will replace the failed classes with regard to athletic eligibility.
4. Ineligible students will not have any portion of their athletic fee reimbursed.
5. Unless otherwise specified in an Individual Educational Plan Committee, these eligibility standards will apply to special education students.

Established May 2012