

Adlai E. Stevenson High School

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2022-2023 STUDENT HANDBOOK

School Colors: **Double Blue and White**

Home of the: Spartans

School Mission Statement

Stevenson High School - Striving for excellence; learning for life

District Mission Statement

Livonia Public Schools: Teaming together to ensure learning for all.



Dear Stevenson Spartans:

It is my pleasure to welcome you to Stevenson High School. We are committed to providing all students the highest levels of instruction, programs, and services. We look forward to the opportunity to partner with you in your educational journey. Our goal is to provide each student with new challenges and opportunities that will result in a most rewarding school experience and for students to achieve their highest level, both inside and outside the classroom. Prepare yourself for success. I encourage all to take advantage of each opportunity SHS has to offer. The days you spend here have the potential to be some of the most memorable days of your life.

The purpose of a student handbook is to provide guidance for our students, staff, and families. It is not intended to be all-inclusive, nor does it constitute a contract between stakeholders. The administration reserves the right to make changes as deemed necessary for the benefit of student well-being. School officials are responsible for interpreting the handbook.

If a situation arises that is not covered by the handbook; the administration will make decisions based upon staff discretion, applicable board policies, and state and federal law and regulations, consistent with the school's best interests. *As a student at Stevenson High School, I encourage you to take great pride in yourself, your family, and your school. Let's have an outstanding school year.*

Go Spartans!

Sincerely,



Mr. Pete Mazzoni, Principal



Notice of Nondiscrimination

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

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Points of Emphasis

Please take note of revisions to the Stevenson expectations of the following items:

- Attendance
- Cell Phone Expectations
- Dress & Grooming
- Removal From Extra-Curricular Activities
- Student Behavior & Conduct Policies
- SHS Citizenship Rubric

PLEDGE OF ALLEGIANCE:

380.1347a Pledge of allegiance; recitation; definition.

Sec. 1347a.

(1) Beginning with the 2013-2014 school year, the board of a school district or intermediate school district or board of directors of a public school academy shall ensure that an opportunity to recite the pledge of allegiance to the flag of the United States is offered each school day to all public school pupils in each public school it operates.

(2) A pupil shall not be compelled, against the pupil's objections or those of the pupil's parent or legal guardian, to recite the pledge of allegiance.

(3) The board of a school district or intermediate school district or board of directors of a public school academy, and the school administrator in charge of a school building, shall ensure that a pupil is not subject to any penalty or bullying at school as a result of not reciting the pledge of allegiance.

(4) As used in this section, "pledge of allegiance to the flag of the United States" or "pledge of allegiance" means the pledge of allegiance to the flag prescribed in 4 USC 4.

The Pledge of Allegiance is read every morning right after the bell to commence the start of the first class period of the day.

ACADEMIC INFORMATION

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 the 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.

GRADE LEVEL 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 minimum 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 guidelines:

- By the end of 9th grade: 5 credits
- By the end of 10th grade: 11 credits
- By the end of 11th grade: 17 credits

See your counselor if you have any questions regarding your grade status. The total credit required for graduation is **23**.

REPORT CARD GRADING

The following grade numerical values are used in determining a student's grade-point average. The plus and minus value is a determining factor in the student's final semester grades. These were approved by the Board of Education and took effect January 1989.

Credit	Letter Grade	Numeric Equivalency	Extra Honor Point
Yes	A	4.000	5.000
Yes	A-	3.667	4.667
Yes	B+	3.333	4.333
Yes	B	3.000	4.000
Yes	B-	2.667	3.667
Yes	C +	2.333	3.333
Yes	C	2.000	3.000
Yes	C-	1.667	2.667
Yes	D+	1.333	2.333
Yes	D	1.000	2.000
Yes	D-	0.667	1.667
No	E	0.000	0.000

Incomplete (I): 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."

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.

HONOR ROLL CRITERIA

The honor roll at Stevenson High School is established each semester based on the following criteria:

- semester GPA of 3.5 or higher
- no grade lower than a B-
- no grade of an "EW" (E-Withdraw)
- no grade of an "I" (Incomplete)
- no citizenship grade of a 4 or 5

ACADEMIC LETTER CRITERIA

To be eligible for this award, a student must achieve a grade point average of 3.5 or higher during four individual semesters of course work in a Livonia Public Schools School District high school.

SCHEDULE CHANGE POLICY

After course selections and before the master schedule and student schedules are printed, students may make schedule changes. Students must be prepared to attend school all hours of the school day. Schedule changes may not be made for the purpose of early release to go to work unless the job is a part of the school program.

After the schedule is complete and the student schedules are printed, any change must be approved by the scheduling assistant principal. A request for change must be submitted in writing on the form available in the Guidance Office.

Once schedules have been distributed, changes to student schedules will not be made unless approved by the Scheduling Assistant Principal.

Changes will be approved **only** for the following reasons:

1. Changes necessitated by a previous failure.
2. Conflicts (two classes that meet at the same hour).
3. Incomplete schedules.
4. Placement in the Community Service program.
5. Changes due to summer schoolwork.

Any student who drops a course without replacing it with another will receive a grade of "EW" on their transcript. Changes that permit a student to enter a class for credit must be completed by the end of the second week of the semester. **Students who are anticipating a change in their class schedule are expected to follow their old schedule until a new one has been provided.**

ATTENDANCE INFORMATION

Livonia Public Schools - Board Policy (Revised June 2019)

High School Attendance Policy

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

Absences

Ten (10) total absences in a class during one semester are deemed excessive. Excused absences, unexcused absences, and suspensions will count in a student's total number of absences. Instances of school business absence will not figure into the total number of absences.

A student with excessive absences in a class may be placed on an attendance contract by the assistant principal. The contract will outline the conditions which must be met for the student to earn credit for the course. Special circumstances and doctor-verified illnesses will be handled on a case-by-case basis. Written documentation may be requested by the school in those instances.

A continued pattern of absences may result in the student being removed from the class. **Beginning with the 15th absence in a single class**, a student may lose credit, and an "EW" may be posted on that student's report card and transcript. **Truancy process will begin at the 15th absence.**

Notification to Parents

An automated telephone service will report absences to the student's home or designated phone number. In addition, parents can check their student's 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 for missed work. In cases of multiple consecutive days of absence due to suspension or a pre-arranged absence, a student will be allowed no more than three days to make up missed work. **A student with an unexcused absence may not receive credit for work missed because of the absence.** Students are required to complete all work missed regardless of why the student was absent.

Any exceptions to the above regulations will be made with the administrator's approval.

Stevenson Attendance Procedures

1. Parents/Guardians are required to contact SHS regarding their student's absence by accessing the [Google Doc Absence Form](#) on the Stevenson website or by calling the absence line at 734-744-2660 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.

ATTENDANCE MONITORING (PARENT/STUDENT/SCHOOL)

All absences from individual classes will be recorded by the classroom teacher and become part of the student's permanent record. School business absences will be recorded in the attendance program as well. Parents/guardians may check a student's attendance with online access available to all parents/guardians at any time to see if the student was in class. Parents/guardians can access our ParentConnect program through the link on the Stevenson website. Attendance can be viewed within minutes of the teacher entering the absence into the system. An automated telephone service will report absences to the student's home or designated phone number. Additionally, we strongly encourage students to monitor their own absences through the StudentConnect program.

A student who has reason to believe that their attendance has been marked incorrectly for a particular class should first work to resolve the matter with the appropriate teacher. Any concerns that cannot be resolved after talking with the teacher should be brought to the attention of the appropriate administrator in a timely manner.

CONSEQUENCES FOR EXCESSIVE ABSENCES

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. With that understanding, Livonia Public Schools encourages daily attendance and has deemed ten (10) absences in a class during a given semester as an excessive amount.

1. School-to-parent contacts and alerts prior to a student surpassing the excessive absence standard will be made via the district's automated system. Under LPS policy, each high school will determine their contact method and contact interval. An individual teacher may make additional contacts with students and parents/guardians to communicate regarding attendance matters and concerns.
2. Students with documented medical issues or other reasonable concerns should, in a timely manner, contact their assistant principal to discuss concerns about grade reductions due to absences.

TARDINESS

Tardiness to class interferes with the instructional program and creates an atmosphere in which teaching, and learning are restricted. A tardy is generally defined as not being in the classroom, properly seated, when the "bell" stops ringing, signaling the end of passing time, accepting a pass from a teacher or other school authority. This student shall be marked tardy in the attendance program. A tardy may not be excused by a parent/guardian. A student who is more than **15**

minutes late for class will be considered absent and marked as such in the attendance program. Excessive tardiness will result in disciplinary action. There is no "excusing" for a 1st hour tardy.

MAKE-UP WORK

The responsibility for make-up work is with the student. The length of time a student has to complete make-up work due to an absence, in most cases, will be as many days as they were absent if the absences occur on consecutive days. Under school policy, students with a school business absence will be allowed to make up, without penalty, any work missed as a result of this absence. An absence does not automatically extend a due date for a class assignment. In general, daily assignments may be turned in upon the student's return to school/class. 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. Obligations such as projects, papers, and long-term classroom assignments which have been scheduled in advance will be expected to be submitted on or before the pre-established due date unless otherwise designated by the teacher.

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 work missed. 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 unexcused absence. Students are required to complete all work missed regardless of why the student was absent. Students who have been issued an out-of-school suspension will need to contact their teachers within the first day of the notification of consequence to obtain the work for the period of time for which they will be suspended. Due dates and credit for work completed during a suspension will follow the policy established by the teacher for each class.

Any exceptions to the above regulations will be made only with administrator approval.

ARRIVING LATE OR LEAVING SCHOOL EARLY

When it becomes necessary to leave the immediate school property during the school day, students are required to check out at their assistant principal's office as well as at the desk in the lobby. If a student leaves without permission at any time for any reason during the school day, the student will face disciplinary action ranging from detention to suspension (consequences may also include not receiving credit for work assigned, done, or due during the time you were absent from class). Additionally, the student will be marked Absent Unexcused for the classes missed during their absence. Please see the procedures below for further clarification.

Students who repeat this behavior beyond the first offense will be suspended for additional days for each subsequent offense. Any student that needs to leave the building at any time should ask for permission before they go, including trips to the parking lot during the school day.

CHECK-IN PROCEDURE

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

CHECK-OUT PROCEDURE

Any student leaving school, other than at their scheduled time, must check out through the office of their assistant principal. **No electronic submissions for checking out students shall be allowed or recognized.**

If a parent/guardian needs to check their student out during the day, the preferred option is that the student should come to school with a note indicating the time at which they are to be dismissed. The note should be delivered to the student's assistant principal's office when the student arrives at school.

Another option is for the parent/guardian to come into the main office to check your student out (If selecting this method, please try to arrive approximately ten minutes before you need the student to leave the school to allow your student to be called from their class and go to their locker.)

A parent/guardian may also call their student's assistant principal's office at least one hour prior to their needed check-out time (to allow a student to be located in time for check out.)

A check-out pass will be prepared for the student in advance of their early dismissal. Before leaving, the student must sign out electronically at the computer in the main office or main lobby. If a student does NOT check out in this manner prior to leaving the building, the absence will remain unexcused.

If a parent/guardian does **NOT** check a student out prior to the student leaving the building/missing class, the absence will remain unexcused.

PROCEDURE FOR A PREARRANGED ABSENCE

Routine attendance practices will be followed for excused absences of two days or less. If an absence of three or more days for reasons other than illness is necessary and known ahead of time, a request for prearranged student absence must be made through the Attendance Office. This includes family vacations of three days or more that extend into scheduled school time. Days missed because of prearranged absences will count toward the total absences allowed for the semester. If it is determined that the absence would be detrimental for the student, the administrator will advise the student and the student's parents or guardians.

1. The student obtains a pre-arranged absence form in the office of their assistant principal.
2. When a student presents this form to his/her instructors, each classroom teacher will record the number of absences to date, make comments, note assigned work where necessary, and sign the form. The teacher's signature on the form does not imply approval for the proposed absence.
3. Parents or guardians shall read the information on the form and sign it. The absence must then be approved by the student's assistant principal. The student returns the completed form to the office of their assistant principal before the anticipated absence.

SPECIAL NOTE: Completed homework assignments for a prearranged absence must be submitted on the day on which the student returns to school. Failure to do so may result in an "E" for those assignments which have not been completed. It is the student's responsibility to make arrangements with the teacher for test make-ups as well.

ILLNESS DURING SCHOOL HOURS

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

TRANSFER AND WITHDRAWAL

If a student plans to transfer to another school or withdraw from school, this student should:

1. Have the parent(s) or guardian(s) contact the student's administrator or counselor.
2. Secure an official withdrawal slip from the Attendance Office.
3. Present this withdrawal slip to each of his/her teachers, obtaining the appropriate signatures.
4. Clean out their locker and return books and materials which belong to the school to the proper teacher(s).
5. Obtain a statement from the Stevenson Business Office stating that all fees have been paid.

Stevenson High School Citizenship Marks	
1	EXCELLENT
	<ul style="list-style-type: none"> ● Always comes to class prepared and on time. ● Always displays appropriate behavior, is on-task and does not disrupt class. ● Has a positive attitude and contributes to an overall positive classroom atmosphere. ● Always attentive to instruction, asks and answers questions when asked. ● Acts as a role model and displays leadership skills among peers ● Has no planning room visits, no detentions, and no referrals.
2	GOOD
	<ul style="list-style-type: none"> ● Usually comes to class prepared and on time. ● Usually behaves appropriately, usually on-task and not disruptive. ● Has a positive attitude and contributes to a positive classroom atmosphere. ● Usually attentive to instruction, answers questions when asked. ● Works well with other students and is usually helpful to others ● May have minor infractions that result in a planning room visit or detention, but no major infractions that result in suspensions.
3	AVERAGE
	<ul style="list-style-type: none"> ● Usually comes to class prepared but forgets items occasionally, has been tardy one or more times. ● Usually behaves appropriately, may be off task at times, may be disruptive at times. ● Has a positive attitude most of the time but can create classroom disruptions. ● Usually attentive to instruction, may not answer questions when asked. ● Usually works well with others, does not assume leadership roles, may or may or may not be helpful to others ● May have minor infractions that result in a planning room visit or detention, may have a major infraction /or suspension
4	POOR
	<ul style="list-style-type: none"> ● Often comes to class unprepared or forgets items, is often late to class. ● Displays inappropriate behavior at times, is often off -task and sometimes disruptive. ● May display a negative attitude and may contribute to a negative classroom environment, may not respond to teacher interventions. ● Has difficulty listening, or chooses not to listen to instruction, rarely or never answers questions when asked. ● Has difficulty working in groups, is not helpful to others ● Several planning room visits, detentions, or office behavior referrals, has been suspended for
5	UNSATISFACTORY
	<ul style="list-style-type: none"> ● Rarely comes to class prepared, usually tardy. ● Displays inappropriate behavior most of the time, is rarely on task and is usually disruptive in class. ● Has a negative attitude and consistently contributes to a negative classroom atmosphere, does not respond to teacher interventions. ● Consistently interrupts instruction and does not answer questions when asked. ● Consistently creates a negative environment when working in a group, is not helpful to others. ● Repeated planning room visits, detentions, office behavior referrals, has been suspended for major infractions from

STEVENSON CODE OF CONDUCT

Stevenson High School - Student Expectations

Students are expected to demonstrate acceptable standards of behavior. In order for a school to carry out its purpose and function, it is necessary for students to exhibit respectful interactions with fellow students, staff, other school employees, and members of the greater school community. Any behavior which is deemed disruptive to the school or threatens the safety and wellbeing of others cannot be tolerated.

BICYCLE AND SKATEBOARD USE

The specific building rules governing bicycles and skateboards on school property will be determined by the principal of the school. Skateboard riding on any school steps, benches, railings, and on any part of an athletic field is strictly prohibited. Students are expected to wear helmets. The district urges the use of protective helmets to significantly reduce the frequency and severity of bicycle and skateboard-related head injuries.

BUILDING ACCESS

Entry into a school building or area of a building without authorization is not permitted. Loitering and hanging around school after the school day without authorization is prohibited. 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 and may result in disciplinary action. Students should not prop doors open or allow anyone access to the building. Students should only use the identified points of access when entering the building. All visitors are expected to use the main entrance.

All students will be required to exit the school premises in a timely manner after their last school activity. Examples include events such as the end of the school day, extracurricular activities, and athletic events.

BUS BEHAVIOR

This school district provides many of our students with bus transportation to school. This privilege carries with it responsibilities on the part of the student. The safety of all riders requires good conduct on the part of all passengers, and those students who cannot behave on the buses will be prohibited from riding them. Smoking is not permitted on buses. This is a State Law. Students must have a bus pass and present it upon request to be permitted on buses. ***LPS Buses are equipped with monitoring cameras.***

COMMUNICATION DEVICES / CELL PHONES

The Stevenson staff recognizes that cell phones are a desirable and convenient means of communication between parents and children. Thus, acceptable cell phone use at school is defined below:

1. Cell phones are permitted before school, at lunch, passing time, and after school.
2. Headphones and earbuds are **NOT** permitted. **They are not to be used or on/in ears.**
3. Unless a teacher has given permission for educational purposes, cell phones and headphones/earbuds are not to be used in class. Devices should be kept in a backpack, locker, purse, or pocket out of sight.
4. Students shall not take photographs or record videos in the building without permission. Devices may not be used in a manner that enables academic dishonesty. Such devices shall not be used to capture an image, video, or audio at school without the consent of the individuals being recorded. The use of such devices at school may not negatively impact or compromise another student's educational opportunity. The administration may confiscate such devices in cases that the student(s) are not complying with the criteria above. Students should not loan their devices to others.

OTHER ELECTRONIC DEVICES

The above policy refers to all portable radios, iPods, MP3 players, audio/video recorders, smart technology, and the like. **Students bring these devices to school at their own risk. The school is not liable for any loss, damaged, or stolen property.**

Consequences: The electronic device can be confiscated and turned over to an administrator. Additionally, the student may face disciplinary action ranging from detention to suspension.

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 commingled with other documents, and will be disclosed only in accordance with law or on a "need to know" basis.

CLOSED CAMPUS

Stevenson High School has a closed campus. No one should leave the school building or campus without permission. **There is no such thing as a lunch pass.** When it is necessary to leave the school during the school day, students must "check out" at the office of their assistant principal (see the attendance policy). Trips to the parking lot require administrative approval. If you leave without permission at any time for any reason during the school day, you will face disciplinary action ranging from detention to suspension (consequences may also include not receiving credit for work due or done during the time you were absent). Parent call-outs are strongly discouraged. Food deliveries are not permitted.

DRESS AND GROOMING

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

The Stevenson dress code was revised in May 2022 based on the recommendations from various stakeholders - students, parents, and staff - to reflect a gender-neutral set of guidelines that refrains from targeting students, while maintaining a level of decorum and providing a fair and equitable education. Stevenson High School staff respects the rights of individual expression relative to one's appearance. Dress Code expectations apply to all school-related activities.

1. Clothing must cover private parts with opaque (non-transparent) material. Undergarments should not be visible and may not be worn in lieu of an appropriate shirt or bottom.
2. Students must wear:
 - * A Top - A shirt that **fully covers the torso** and is fitted under the arms,
 - * A Bottom - (pants, shorts, skirts, dresses, leggings, etc.), and
 - * Shoes that are appropriate for school activities.

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. Staff may determine the appropriateness of a student's footwear based on specific class activities.

3. Students may wear hats (head scarves, religious head coverings, durags, etc.), tank tops, ripped jeans (if undergarments and/or private parts are not exposed), yoga pants, and athletic wear. Students may not wear hoods up over their heads during the instructional day.

4. Personal items that cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose) are prohibited.

5. Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.
- Intentionally show private parts.

6. Sunglasses are not permitted during the school day unless for a medical reason approved by an administrator.

Students will not be removed from class based solely on a dress code violation unless deemed to be disrupting the educational process. Students will be asked to put their own clothing on to remedy a dress code violation. Staff will use reasonable efforts to avoid dress-coding students in front of other students. In addition to the school handbook, the dress code will be clearly conveyed to students and families in the Stevenson Weekly Newsletter, via social media platforms, and during building announcements.

The administration reserves the right to determine when attire and accessories are inappropriate. Students who fail to adhere to dress code expectations will be asked to change their attire or remove an accessory or remain in the office or be sent home until acceptable attire has been delivered to the student or parent contact is made. Multiple infractions and/or failure to comply may result in disciplinary consequences.

END-OF-SCHOOL YEAR BEHAVIOR

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 right to participate in the prom and commencement exercises. Suspensions would apply to all school-sponsored events and activities both on and off campus.

EXTORTION

Any action involving extortion or threats could be subject to disciplinary action, including expulsion. Money should not be exchanged between students, and they should never carry large sums of money or valuables to school.

FALSE FIRE ALARMS

Pulling false fire alarms will bring an automatic suspension, and the name of the offender will be turned over to the appropriate authorities. Misuse of fire extinguishers is a felony!

FIGHTING

Students involved in a fight can be suspended for a minimum of five days and may be arrested for disorderly conduct. Mediation and/or a parent meeting may also be required before the student is allowed to resume attending classes.

FIRECRACKERS

Any student who participates in the use of firecrackers, smoke bombs, or other incendiary devices will be suspended. A full report will be made to the appropriate authorities and the police department for prosecution as a violation of the city code. Any damage or destruction of school property must result in replacement or repair of the property or payment for all damages by the student or his/her parent/guardian.

FOOD/BEVERAGES

Glass beverage containers are not to be brought into the school. Students can bring unopened cans or plastic bottles as part of their lunch to be consumed in the cafeteria area only. Only ordinary water (no flavored beverages) can be consumed in the hallways during the school day. Students may be permitted to drink ordinary water in class at the teacher's discretion. Students are prohibited from eating in the classrooms unless it is part of an approved class activity.

FORGERY

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

FORGOTTEN ITEMS

Items that students have forgotten at home, which have been delivered to the building, cannot be delivered to students. Items can be dropped off (i.e., lunches, books, clothing, etc.) at the reception desk in the main lobby. Students are responsible for retrieving their item(s). There are no passes delivered or calls made to classrooms to let students know that items have been dropped off. Students should make sure they have all items needed for each school day when leaving the house in the morning.

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 in regard to student attendance.

GAMBLING

Gambling on school grounds is strictly prohibited. This includes, but is not limited to, such activities as dice, sports pools, lotteries, and other games of chance. Students participating in gambling activities will face disciplinary action.

GANG ACTIVITY

Gang activity is defined as, but is not limited to: A group of students who associate closely, often exclusively, for social reasons and to engage in delinquent, anti-social or criminal activity. The group usually identifies itself with a common name, clothing and /or sign. Gang activity of any kind is not permitted in school and individuals, or groups will be subject to disciplinary action for violations of school rules and criminal acts.

HARMFUL SUBSTANCES

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

DRINKING: Anyone who has consumed alcoholic beverages or is in possession of intoxicating beverages in school or at a school function will be immediately suspended for a minimum of seven days, and a parent/guardian conference will be required.

DRUGS: Students under the influence of drugs or students with dangerous drugs in their possession will be suspended from school for a minimum of ten days. Students found in possession of drug paraphernalia will face disciplinary action. A parent/guardian conference will be required. We will cooperate with the police department and any other agency that is attempting to prevent drug traffic among young people.

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

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

Smoking/ Vaping / Possession of Tobacco / E-Cigarettes

1st Offense – 5 Day Out of School (reduced to 3 days with the completion of Vape Module)

2nd Offense – 7 Days Out of School (reduced to 5 days with the completion of Vape Module #2)

3rd Offense – 10 Days Out of School (may be reduced with Intervention & Guidance)

IDENTIFICATION

Students are required to identify themselves upon request of the Stevenson staff. The student ID card helps identify students of Stevenson High School. ID cards, which also serve as student bus passes, are to be carried at all times during the school day and at after-school activities. Students may be required to show their school ID for admission to some school activities and to ride the bus. School ID may be required to be shown during schedule pick-up in August. Lost ID cards can be replaced in the Main Office for \$5.00.

INITIATIONS AND INDUCTIONS

The Stevenson 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 Stevenson High School. Any induction into a school- sponsored organization must be authorized by the administration.

INSUBORDINATION

The authority of a staff member should be respected at all times. When there are differences of opinion between a staff member and student, appropriate procedures to follow are: (1) It is appropriate for the student to follow the directions of the staff member and to appropriately address the differences at a later time; (2) If the student feels this is not possible, he/she should report directly to their assistant principal, and the parents or assigned guardian should be notified. Consequences for insubordination will range from detention to suspension

PLAGIARISM/CHEATING

Any student who plagiarizes or cheats, who hands in any work which is not new or entirely his/her own, may fail the card marking. If the student plagiarizes a second time, he/she may fail the course. Plagiarism/Cheating consists of

- (1) direct quoting without giving credit to the source;
- (2) omitting quotation marks to indicate quoted material;
- (3) copying the work of other students;
- (4) paraphrasing the idea(s) of others without giving credit;
- (5) handing in work which has already been given credit, or
- (6) using any source which automatically translates English into a foreign language, or which translates a foreign language into English.

A student who provides inappropriate assistance—such as permitting someone to view his/her test or assignment answers or to copy his/her work—is also cheating. Students who have cheated or plagiarized will be advised by the teacher that the policy is being implemented. A discipline referral to the appropriate assistant principal will also be issued to document the cheating or plagiarism after a contact has been made by the teacher to the student's parent or guardian. **First offense - students will receive a "0" for that portion of the assignment. Second offense - students may fail the marking period.**

PROFANITY

Profanity, vulgar language, and gestures have no place at Stevenson High School. Offenders give a distorted image of themselves and the school that will require a necessary change in his or her behavior. Students and staff have the right to be in an environment absent of offensive language. Inappropriate language in the school setting may result in disciplinary action ranging from a warning to suspension.

PUBLIC DISPLAYS OF AFFECTIONS

Kissing and other displays of affection in the halls are not acceptable, nor will they be tolerated. Holding hands is permitted. If, after a discussion with the offending students, there is no change in behavior, a parent conference will be held.

SCHOOL SAFETY/THREATENING BEHAVIOR

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. Disciplinary action will range from detention to expulsion. Communication is the key to our success. Students who report information are protected with strict confidentiality. Parents should also contact the administration with any information they receive from students. Michigan Student Safety Program - [OK2SAY](#) - confidential tip reporting.

SCHOOL LUNCHROOM

Students are expected to go only to the lunchroom during the time they are scheduled to eat. The lunchroom can be a clean and comfortable place to eat only if everyone takes care of the area used. Students who cannot conform to lunchroom policies will have their privileges withdrawn.

STUDENT EXPRESSION

Regulations pertaining to oral and written expression and distribution of printed materials:

1. In accordance with the Bill of Rights and the statement of those specific rights found in Board Policy, freedom of speech and expression will be protected in the Livonia Public Schools within those limitations necessary to assure the orderly conduct of classes and school activities and the reasonable protection of the rights of others.
2. Activities **not acceptable** are the following:
 - Activities which involve the use of expressions deemed obscene or prurient in nature by the principal of the school;
 - Activities involving the use of false statements or innuendoes which may subject any person to hatred, ridicule, or injury to his/her reputation;
 - Advocating the violation of existing statutes, ordinances, or other established laws or official school policies, regulations, or rules;
 - Any expression, written or oral, advocating the use of any illegal substance or material which may reasonably be believed to constitute a direct and present danger to the health of students or providing information regarding the availability of such substances or materials;
 - Activities that advocate the superiority of any religious denomination or sect over another or in any other way criticize or deride others by virtue of their race, creed, color, or place of origin.
3. Teachers are delegated the responsibility by the principal for the enforcement of the above limitations in the case of any class activities.
4. No printed material may be prepared, published, circulated, or distributed on school property for the purpose of personal financial gain, the soliciting of funds, or otherwise be offered for sale, unless previously approved by the principal.

5. All written materials circulated, distributed, or posted on school property shall be reviewed and approved by the principal or his designee prior to such circulation, distribution, or posting.
6. Distribution of written publications by students shall be limited to those hours of the school day and locations on the school property determined by the principal.
7. The use of printing or duplicating equipment of the school for preparing general publications shall be reserved to official school organizations. All students shall, on the other hand, have access to the use of official school publications in ways to be determined by the editorial board or committee of each publication.
8. Any proven violation by a student of the above restrictions may subject the student to disciplinary action including suspension as in the case of violation of other school rules.
9. The right to petition is guaranteed by the Constitution. Students are allowed to present petitions to the administration at any time. The petition must be free of obscenities, libelous statements, and personal attacks, and be within the bounds of reasonable conduct. The collecting of signatures on petitions should be limited to the time before and after school hours or between classes.

SUSPENSION FROM SCHOOL

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

In the case where the presence of the student poses a continuing danger to persons or property or an ongoing threat disrupting the academic process, that person or persons may be immediately removed from school. In such cases, a notice of charges and a hearing will follow as soon as practicable.

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

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

While on suspension, the student will not be permitted on any school property, in any school building, or admitted to any school function. School related activities include Career Center, Skill Center, Vocational Programs, and Cooperative Educational Training. During any suspension, the student will not be allowed to participate in any extracurricular activities or athletics. These activities are by their nature not required and as such will not be available to students on suspension.

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

Appeal Procedures:

Efforts are made at Stevenson to assure parents and students of "due process" in the handling of disciplinary infractions and, at the same time, to retain effective decision-making processes. Every reasonable effort will be made to ensure that the rights of those involved are fully protected.

Students and parents have the right to appeal teaching and administrative decisions when they have good reason to believe that such decisions are unjust and not in the best interest of public education.

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

TECHNOLOGY MISUSE

Each student will be required to have a Student and Parent/Guardian LivNet Access Release Form, signed, and turned in to the office before they will be allowed to access any school computers. It is everyone's responsibility to ensure that equipment is not used for illegal, inappropriate, or obscene purposes, or in the support of such activities. Inappropriate use shall be defined as a violation of the intended use of the hardware and wireless network and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly operated computer network. In addition,

1. Students may not bring to school any applications or programs. Students may not transfer or copy any LPS approved programs.
2. Students must not change any default settings. Only the technology facilitator is authorized to change default settings.
3. Students are not to use computer printers as copying machines.
4. Computers are for schoolwork. Computer use not associated with schoolwork is inappropriate and prohibited.
5. It is unethical to access or copy files that are the private property of another user unless you have permission from the technology facilitator and file creator to do so.

6. All food, candy, and drinks are to be kept out of the labs and away from hardware located in classrooms.
7. Treat all equipment with care. If you experience a hardware problem, please notify your technology facilitator immediately. Don't attempt to make adjustments on your own.
8. Ask for help before using a piece of hardware or software if you are unfamiliar with its operation.
9. Hardware and books are to remain in the labs or classrooms unless you have approval from the technology facilitator to borrow them.
10. Only the technology facilitator will install or modify software.
11. Students must sign in when using computer facilities on an individual drop-in basis. Technology misuse will be dealt with on a case-by-case basis. Disciplinary action could range from detentions, loss of computer privileges, suspension from school, and/or removal from class.

THEFT

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

VANDALISM/DESTRUCTION OF PROPERTY

Malicious destruction of school property will result in the replacement or repair of property or payment for the damages by the student or by the parents of the student, as well as disciplinary action.

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:

1. 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.
2. Any firearm muffler or firearm silencer.
3. 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.)

4. 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.

GENERAL INFORMATION

ADMISSION/ENROLLMENT

To avoid delays if entering Stevenson High School for the first time or returning after attending school in another district, make sure to have a certified birth certificate, proof of residency, and proof of immunization. Students will not be allowed to enroll if they cannot earn the minimum number of credits to graduate by their 20th birthday.

Students who do not meet the immunization requirements of the state of Michigan will be excluded from the school. If a student has attended a school in another district, the student's official record, the CA-90, must be requested to be sent to our counseling office. Without these documents, or other evidence of achievement, enrollment or graduation could be delayed. When transferring, a student's attendance and academic record from the previous school, credits earned, and course grades will be considered in determining grade level and course placement. If a student transfers late in a semester, has failing grades, and/or has excessive absenteeism, he/she may be able to enroll in a class but may not be able to earn credit.

AUDIENCE/PERFORMING ARTS CENTER BEHAVIOR

As a member of the audience, you are expected to behave in a manner that does not distract or disturb the individuals on stage or any other member of the audience. Never act in a way that draws attention to you. This includes: whistling, talking, yelling, shouting names, untimely applause, etc. During musical performances, students are expected to be quietly courteous and only applaud at the end of musical selections. Except for this applause, it is not an audience participation assembly. No calling out, no talking, no shouting out names.

BUS PASSES

All secondary students entitled to receive bus privileges must show a permanent official pass to the driver to be able to board the bus. It is the student's responsibility to keep the pass for his/her own use. Abuses of these privileges will lead to revoking the pass. If a student loses the official permanent pass, the following procedure will occur:

MORNING RUNS:

A student who forgets his/her pass will be permitted one free ride without it. A student will not be permitted to board a bus without a pass after being permitted one free ride.

Bus drivers will record all free rides on their master route lists.

AFTERNOON RUNS:

No student will be permitted to board a bus without a permanent or a temporary pass unless authorized by the administration. A one-day temporary bus pass may be obtained from the Scheduling Office for students who left their pass at home.

Replacement permanent student ID cards/bus passes may be obtained at the Main/Attendance Office. The cost of replacing the bus pass is \$5.00.

CARE OF PERSONAL PROPERTY

1. You must exercise caution in the handling of your personal property.
2. Be sure your locker is locked at all times and that the combination issued to you is kept confidential.
3. DO NOT leave personal property unattended. The school is not responsible for your personal property.
4. DO NOT bring large sums of money to school.
5. DO NOT broadcast to other students your possession of any valuable personal items. Such an action could lead to theft.

STEVENSON PARKING PERMIT DISTRIBUTION

Student parking is limited; therefore, driving by high school students is discouraged. Students who do not live within walking distance of the school are provided bus transportation by the District. The distribution of available student parking permits will be used for Seniors and Juniors. ***Sophomores will not be considered for permits throughout the school year.***

Students who qualify to park on campus will need to be passing four (4) classes. Grade checks may take place at IPR and card marking dates. If a student is not passing four (4) classes at that point, parking on campus may be suspended until the next grade check. The administration reserves the right to make final determinations.

No student, regardless of grade or involvement in school activities, is guaranteed a parking permit. Parking is a privilege; an equitable system is in place to award the limited number of parking permits. There is a cost for school-issued parking passes. Check the SHS web page for current cost information.

For your planning purposes and due to limited parking space, please be aware many students will be denied a parking permit.

FRATERNITIES, SORORITIES, AND SECRET SOCIETIES

Fraternities, sororities, and secret societies in public schools are unlawful, and students are not permitted to have an affiliation with these groups. The state statute provides that students violating this law will not be granted credit for the subject pursued and that the school will be unable to graduate any person who shall knowingly violate the provisions of this act.

HALL PASSES

To pass through the halls during a class hour, a student must have a written pass. Students should plan to obtain their materials and to utilize the drinking fountains and lavatories during the five (5) minutes of passing time between classes.

INVESTIGATIONS AND SEARCHES BY SCHOOL OFFICIALS

In accordance with the Board of Education Policy (JCAB), administrators, teachers, and other employees who have reasonable suspicion shall have the right to detain and question students when, in their judgment, it is necessary to do so. A student's person may be searched by the principal or his or her designee based upon a reasonable suspicion that a prohibited act, as set forth in the Student Code of Conduct, has occurred. A student locker is the property of the school district, and a principal or his or her designee may enter the locker from time to time and inspect the contents contained therein without reasonable suspicion and without notice to or approval by the student. A student's automobile parked on school property may be searched without notice to or approval by the student.

In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy. Illegal drugs, alcohol, weapons, and other dangerous instruments, unauthorized items, items in violation of Board policy or rules, and other items reasonably determined to be a potential threat to the safety or security of others that are found during a search, shall be seized by school personnel, and may be used as evidence in a suspension or expulsion hearing; and, in addition, these items may be turned over to the proper police authority.

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.

LOITERING ON SCHOOL PROPERTY

1. There shall be no unauthorized persons allowed to loiter on or adjacent to the school grounds or in the school building.
2. Students under temporary suspension or expulsion from school are not allowed on school property or in any school building or admitted to any school function.

3. Persons causing any disturbance to school programs, activities, or property will be requested to leave the school property at once. An individual who fails to leave the premises when requested to do so by school personnel is insubordinate and may be considered trespassing which is grounds for calling the police.

4. All students will be required to exit the school premises in a timely manner after their last school activity. Examples include events such as after the school day, extracurricular activities, and athletic events.

REMOVAL FROM EXTRACURRICULAR ACTIVITIES

The suspension or expulsion of a student from an extracurricular activity is not covered by the Code of Conduct; and accordingly, a decision of suspension or expulsion is solely within the discretion of the building principal or designee. The student activities identified in this handbook, in addition to others that may be added from time to time, are extracurricular by their nature. There are other special activities such as Homecoming, Prom, and Commencement, which are also extracurricular. A student may be denied participation in these activities by exhibiting behavior that is inappropriate. **Students that are not passing four (4) classes will be ineligible to attend extracurricular school dances. Grades used for verification will be the previous IPR or card marking date nearest the date of the dance.**

REPORT CARDS

Report cards are generated two times each semester. These computer-processed reports will be available online the week following the end of the marking period. An attempt is made to alert parents periodically in addition to report cards if a student is not doing satisfactory work.

RESTORATIVE PRACTICES

Consistent with Michigan law and in every case, we will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm to the victim and the school community of a student's misconduct or other behavior. Restorative practices are the first consideration to remediate offenses such as interpersonal conflicts, verbal and physical conflicts, theft, damage to property, class disruption, harassment, bullying, and cyberbullying.

SAFETY PROCEDURES

Stevenson High School has an organized program to provide safety and assistance in case of a school or community emergency. Specific directions for vacating the building and for passing to refuge areas are posted in each room and in other appropriate areas. Should the need arise to report a real fire, one should seek assistance from the nearest staff member or office **IMMEDIATELY** prior to tripping the general alarm.

GENERAL PROCEDURES IN CASE OF FIRE OR FIRE DRILLS:

1. At the sound of the alarm, pupils must stand at once at the side of their desks.

2. The teacher will give the order to vacate the room, using a designated route.
3. Pupils will stay in group formation throughout the entire drill.
4. Students must not stop for books, clothing, snacks, etc.
5. Students should walk, not run. There should be no pushing, shoving, or talking. No laxity of discipline will be permitted.
6. The first students outside the building should not stop until the entire group is at least 200 feet from the building.

GENERAL PROCEDURES FOR TORNADO ALERT:

1. At the sound of a rapid series of bells, students must listen for instructions.
2. Students out of the classrooms should enter the nearest classroom and follow the directions of the teacher.
3. Students outside the building should enter the building as quickly as possible, enter the nearest classroom and follow the teacher's instructions.
4. Students outside in physical education classes should follow the directions of the teacher and/or seek cover in the nearest low section of the play area.

STUDENT BEHAVIOR AND CONDUCT

It is the aim of the Board of Education and the 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.

These policies are meant to apply especially to the junior/senior high school grades but should also be suitable as the basis for the regulations in the elementary schools.

1. Students shall be held strictly responsible at all times for diligent application to schoolwork and the development of good study habits.
2. Students shall show proper respect at all times to other students, teachers, administrators, and other staff members and school employees. 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. Students are expected to exhibit high standards of behavior at all times. Public displays of affection, fighting on the school grounds and to and from school, profane language, vulgar behavior, and the like are strictly prohibited.
4. Malicious destruction of school property will result in the replacement or repair of property or payment for the damages by the student or the parents or guardians of that student.
5. There shall be no smoking or possession of tobacco in the school buildings, on the grounds, or at activities.

6. Students shall help keep the school grounds and property clean at all times, and each building shall have a policy for building cleanliness, cooperatively determined between the students and staff.

TAKING MEDICATION AT SCHOOL

It is recognized that certain medications may be necessary and may be prescribed at certain times of the day. In many instances, the administration of medication can be adjusted to avoid the necessity of administration during school hours; however, there may be instances when medication must be administered to your 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 *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. (The label must specify the student's name, medication name, frequency, and dosage to be given.)
6. Both prescription and non-prescription medications require a completed physician and parent/guardian authorization form.
7. All medications that are to be administered by school personnel must be brought to school and immediately turned in to the school office. Inhalers or medications for life-threatening situations may be maintained by the student or in other locations as approved 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.

TELEPHONE USE

Stevenson High School telephones and personal cell phones may be used by students in their appropriate assistant principal's office with the authorization of a staff member. Students' use

of school phones should be limited to situations such as informing a parent that they are staying after school or arranging for transportation home or in case of emergency.

TEXTBOOKS

Students will be provided with textbooks. The responsibility for the return and condition of the books belongs to the student. Fines will be charged for lost and abused textbooks. It is the student's responsibility to write his/her name and date in each textbook as it is issued. Failure to pay fines will cause students' documents such as a student's schedule, diploma, and varsity awards to be withheld. No student will be able to receive credit for his/her final exam until turning in his/her textbook to the teacher or showing a receipt for having paid for the lost item(s).

WORK PERMIT

Applications for working papers may be picked up at the Guidance Office. The processing of working papers is to be completed in the Main Office at Stevenson.

WORK REFUSAL

Refusing to work in class or complete assignments, or arriving to class chronically or intentionally unprepared, is considered a disruption to the educational process. This is viewed as a disciplinary matter. Such students will be required to serve teacher-assigned detentions and/or meet with their counselor. Parents/guardians will be notified by the teacher. Repetitive cases may be referred to their assistant principal.

LIVONIA PUBLIC SCHOOLS- ATHLETIC CODE OF CONDUCT

Philosophy of Athletic Programs

The athletic program is an integral part of the extensive extracurricular activity offerings found at all high schools in Livonia Public Schools. The athletic program offers young people a wide variety of opportunities to participate in interscholastic competitions. Athletics, like all other extracurricular activities, must fulfill its proper role in the total educational program. As with other parts of the district's educational program, athletics are governed by the policies of the Board of Education and derive financial support from the general budget of the district.

Consistent with the policies governing all district-sponsored activities, all students have an equal opportunity to compete for positions on the athletic teams. It is the aim of the school to encourage all students who are interested and physically fit to try out for interscholastic athletic teams.

For the athletic program to be successful, it must have the support of the community, parents, and students. To merit this support, the athlete should foster respect by being a good citizen in both the school and the community.

In order for an athletic code of conduct to be functional it must, to a large extent, depend upon an honor system subscribed to by all parties of interest. When documentable and responsible evidence of infractions relating to the code are brought to the attention of school officials, it will be incumbent upon those persons to investigate the charge. Where these infractions are validated, the code will be implemented.

Eligibility Rules for Senior High School Students Michigan High School Athletic Association, Inc.

For a student to be eligible to represent their school in interscholastic athletics, the following requirements must be met:

Enrollment - A student must be enrolled in a high school not later than the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester).

Age - A student must be under nineteen (19) years of age, except that a student whose nineteenth (19) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.

Physical Examination - A student must have on file in the office of the principal or athletic director of that school, a statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic tryouts, practices, and contests.

Maximum Competition - A student, once enrolled in grade nine shall be allowed to compete in only four first semesters and four second semesters. A student shall be limited to participation in only one sports season when that sport, leading to an MHSAA championship, is sponsored twice during the school year.

Maximum Enrollment - A student who has been enrolled in grades nine to twelve, inclusive, for more than eight semesters shall not compete in athletics. The seventh and eighth semester must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day (1st semester) or fourth Friday of February (2nd semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester.

Undergraduate Standing - You must not be a high school graduate.

Previous Semester Record - A student must have to his or her credit on the books of the school represented, at least sixty-six (66) percent of a full credit load for a full-time student for the last semester during which he or she shall have been enrolled in grades nine to twelve, inclusive. A student entering the 9th grade for the first time, except those who had eligibility advanced, may compete without reference to his/her record in the 8th grade.

Current Semester Record - Academic eligibility checks of not more than ten weeks are required. If a student is not passing at least sixty-six (66) percent of a full credit load for a full-time student when checked, that student is ineligible for competition until the next check but

not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least twenty (20) credit hours, that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing sixty-six (66) percent of a full credit load for a full-time student from the start of the semester through the most recent eligibility check.

Transfers - A student enrolled in grades 9 through 12 who transfers from one high school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for one full semester in the school to which the student transfers unless the student qualifies under one or more of the exceptions. Check with the Athletic Director regarding the exceptions.

Undue Influence - The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student or the student's parents or guardians as residents of the school district, shall cause the student to become ineligible for a minimum of 90 school days and a maximum of one year. The offending school shall be placed on probation for one year and offending coach or coaches are not permitted to coach for a one-year period.

Awards - A student may accept, for participation in athletics, a symbolic or merchandise award which does not have value or cost in excess of \$15. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed. Banquets, luncheons, dinners, non-competitive trips, and fees or admissions to be a spectator at events, if accepted in kind, are permitted.

A student shall be ineligible if he/she accepts awards in violation of its provisions only in the following activities: baseball, basketball, cross country, football, golf, ice hockey, soccer, girls' softball, swimming, tennis, track, girls' volleyball, or wrestling. A student in violation shall be ineligible for interscholastic competition for a period of not less than one full semester from the date of the student's last violation.

Amateur Status - Eligibility for interscholastic athletics at MHSM member schools is limited to amateurs. After once representing any MHSAA member school in competition in any sport, a student shall not be eligible to represent his or her high school if that student: (1) receives money or other valuable consideration from any source for participating in athletics, sports, or games; (2) receives money or other valuable consideration for officiating in interscholastic athletic contests; or (3) signs a professional athletic contract.

Limited Team Membership -A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) days of competition and maximum of the remainder of that season in that school year. The following exceptions will apply:

a) Ice hockey and all individual sports will apply the limited team membership rule from the point of a student's first participation in a contest or scrimmage, rather than practice.

b) During a season an individual may participate in a maximum of two (2) individual sports meets or contests in that sport while not representing his or her school.

A student shall not compete at any time in any sport under MHSM jurisdiction in any of the following events: (1) Any event which is or purports to be an "all-star" contest; (2) "all-star"

fund-raising events or similar exhibitions if they involve contestants other than the students and faculty of that student's school; (3) Any event which is or purports to be a national high school championship.

A student may participate as an individual at any time without loss of interscholastic eligibility as a member of a National Team or in an Olympic Development Program.

Responsibilities of the Athlete

(Revised July 2021)

Although athletes, by their nature, place stress on the development of specific skills to be utilized in competitive sports, their sponsorship by schools places them within the broader context of the schools' educational objectives. Equally important to the development of the skills needed to compete in a particular sport, is the development of positive social attitudes and interpersonal relations. The student who serves on a team that competes inter-scholastically represents himself, the family, the team, the school, and the community. For this reason, conduct on and off the playing field should reflect the highest values and standards that the school exemplifies. Failure to adhere to these expectations may result in removal from the team.

In addition to the foregoing expectations, members of athletic teams have these specific responsibilities:

1) Athletes will be responsible for all school equipment that is issued to them during a sports season. This responsibility will be based upon the following guidelines:

a) All equipment will be issued by the coach, and a record card will be kept recording the items of equipment. The athlete will be responsible for this specific equipment.

b) All school issued equipment and/or clothing/uniforms are to be worn only to appropriate events as determined by the athletic director.

c) Athletes must maintain their equipment in reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for the cleaning of uniforms. Any student who fails to return equipment at the prescribed time, unless excused by the coach, will be reported to the school administration.

d) All equipment must be returned to the coach at the end of the sport season. Athletes are required to pay for all lost equipment and may be restricted from participating in any other extracurricular activity, or practice session, and/or from accepting athletic awards, until this obligation has been cleared by the coach or athletic director.

2) Student-athletes represent more than their individual selves; they represent their team and their school. Participation in interscholastic athletics is not mandated, it is deemed a privilege, and as such, student-athletes will be subject to additional rules and regulations to which the regular student body, in some cases, would not.

a) Upon the sole determination of school officials, any student-athlete who is found in possession of, distributing or selling, under the influence of, or using illegal substances to include tobacco products, alcohol, mood altering drugs, or a performance enhancing substance banned by the MHSAA will face immediate disciplinary consequences that prohibit participation in athletic contests, practices, and scrimmages. There will be no distinction among in-season and out-of-season offenses. There will be no distinction between illegal substances. The student may be permitted to resume participation in practice once any school suspension has been served.

b) A first offense consequence will result in a suspension for 50% of the contests/dates for that season. The 50% of competition contests/dates consequence will begin with the current season and may extend into the next season of athletic participation on a percentage basis if the 50% consequence cannot be completed within the current season.

For instance, if there were only four contest/dates remaining in a season comprising twenty contests/dates, the student-athlete would forfeit 4 of 20 contests (20%) of the current season and then 30% of the next season of participation. The suspension will stand and extend through all MHSAA tournament contests, but those contests/dates will be added into the current season's consequence which will lessen the next season consequence.

c) The student-athlete facing a suspension that will extend into two seasons, must complete the second sport season in its entirety - s/he could not quit the next sport season before the team has its natural season-ending conclusion or else the missed contests/dates served during the second sport season will not satisfy the original suspension.

Examples

#1. In a sport with nine contests, the offender will lose 50% participation or 4.5 of those contests. If the infraction was enforced for games eight and nine, the student would have served 2/9s (or 22%) of their penalty, which would mean the remaining 28% of the penalty would be served during the next season of participation. If that next season of participation had a schedule of 20 contests, the penalty would be calculated as $.28 \times 20 = 5.6$ games enforced from the start of the season. Suspension calculations will be rounded to the lowest half game or full game. In the instance above, the suspension would stand for 5.5 games.

#2. In a sport season with 20 contests, the offender will lose 50% participation or ten of those contests. If the infraction was enforced for the last six games, the student has only served 6 out of a 20 game season or 30% of their consequence and the remaining 20% would be applied to the next season of participation. If the same team played in two MHSAA tournament games following the regular season, the student has now served 8 of a 20 game season (40%) and needs to complete the consequence by serving suspension during 10% of the next season of participation.

d) Punishment for school or athletic related incidents of theft by an athlete participating on a team in any sport season will be determined by the coach, athletic director, and a building administrator. An athlete could be removed from the team for the remainder of the season for this violation.

e) An athlete participating on a team in any sport season who is suspended from school for any reason will not be allowed to practice with the team or participate in any athletic contests during the suspension.

f) An athlete is expected to display a high degree of sportsmanship in relationship to opponents, teammates, coaches, officials, and spectators. Excessive display of temper, loss of self-control, use of profanity or abusive language, or the making of obscene gestures will not be tolerated. The first violation will result in the athlete being removed from the remainder of the contest and may include one additional contest. A second violation and all subsequent violations will result in the athlete being removed from the remainder of the contest, suspension from the next contest, and/or may result in removal from the team.

g) It is expected that each member of an athletic team will express a high degree of loyalty toward the members of the team and the coach. Excessive display of disloyalty could result in disciplinary action being taken. Student athletes are not to upload or post to social media websites content including, but not limited to, any comments, photographs, videos, or other materials that reflect negatively upon themselves, the team, or the school. Consequences for violating this policy may include dismissal from the team, suspension from school, or expulsion.

h) Any athlete who in a hostile manner interacts physically with an official, coach or school supervisory personnel, will immediately lose his/her eligibility for

participation in the interscholastic athletic program for that sport season and possible permanent exclusion from interscholastic sports in the district.

3) Student athletes will be subject to the LPS Academic Eligibility Standards. Poor performance in the classroom will result in a loss of athletic eligibility. For specific details see the Student Handbook or your Athletic Administrator.

4) Athletes represent the middle or high school while traveling as a team. It is expected that the athlete's conduct will be that of a good citizen at all times. Dress requirements may be

established by the individual coach. Each athlete should dress in accordance with these requirements.

5) An athlete may participate in two (2) sports in the same athletic season. Approval must be granted from both program coaches and the athletic department. The athlete and his/her parents must have also completed a dual sport participation form. Any conflicts that may occur will be resolved by the building administrator. Dual sport participation will usually be allowed only at the Varsity level of play.

6) Athletes are expected to attend all practices, meetings, and games. If it is necessary for an athlete to miss a practice session, meeting, or game due to illness, injury, family emergencies or family vacation, it is incumbent upon the athlete to make arrangements with the coach. Authorized or excused absences from school are excused absences from athletic participation. However, athletes who miss a practice session or meeting because of an unexcused absence will be denied the right to participate in one competitive contest for each day of scheduled practice or meeting that has been missed. A second unexcused absence from a practice or meeting may result in removal from the team. Athletes who miss a game because of an unexcused absence will miss the next two games or contests, or they may be removed from the team.

7) In order to participate in an athletic activity or contest, a student must have attended school at least one-half day on the date of the scheduled activity. It is the responsibility of both the student as well as the coach to comply with this regulation. Other than illness, there may be emergency reasons for school absence that may qualify an athlete to participate in an athletic event on the same day. Such exceptions, however, must have prior approval of the athletic director.

Student Accident Insurance

The Board of Education does not assume any responsibility relative to doctor and/or hospital expenses. The personal insurance of the parent or guardian is assumed to cover any and all medical treatments for injuries. Athletics are voluntary and the student participates with the knowledge of his/her parents and at his/her own risk.

The school district does offer reasonably priced student accident insurance plans to supplement coverage of the parents' or guardians' coverage or to provide coverage for the student when the parent or guardian has no family insurance plan. Coverage costs range from approximately \$10.00 to \$175.00 per year.

Application forms and brochures explaining the options are available in the school offices or at the Board of Education office during the school year.

All injuries, regardless of how minor, must be reported immediately by the athlete to the coach. It is the responsibility of the athlete to obtain an insurance claim form from the athletic director's office in order to file a claim.

Athletic Awards

Each coach will inform team members of the requirements and standards for earning a varsity letter in that sport. Varsity letters given by the school will be awarded to students who have met the established qualifications. An athlete who completes three full seasons of athletic experience in a particular sport but does not qualify for a letter in any of those three seasons will be granted a varsity letter at the end of the third season. The awarding of a varsity letter in this manner is intended to recognize those student athletes who regularly attend practice, but whose skills and abilities may not earn the varsity letter based solely on the criteria of the coach. The method of presenting varsity letters in each sport will be at the discretion of each head coach.

Appeal Process

The coach is the first level of any appeal involving interscholastic sports. The athletic director is the second level of appeal. The third and final level of appeal is a committee composed of two building administrators and one coach from a different sport who are not involved in the incident. At each appeal level the practice will be to hear the appeal and any pertinent testimony and review the appropriate sections of the athletic code. The decision of the appeal committee shall be final.

Academic Eligibility Standards for Participation as a Student-Athlete in 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 weeks 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', and 'EW', and 'I', or a '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 and/or approved online courses can make an ineligible student eligible during the fall semester or during the school year.** 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, these eligibility standards will apply to special education students.

LIVONIA PUBLIC SCHOOLS- BULLYING PREVENTION

(Board Policy Revised March 2015)

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.

LIVONIA PUBLIC SCHOOLS- STUDENT CODE OF CONDUCT

(Board Policy Revised May 2022)

INTRODUCTION

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

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

This policy covers only serious and major types of misconduct. The following rules are not to be construed as an all-inclusive list or as a limitation of the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations or other types of conduct which interfere with the good order of the school environment, the proper functioning of the educational process, or the health and safety of students, even if not explicitly stated herein.

The specific prohibited acts and consequences listed below are applicable when a student is on school or District property, is on a school bus or in a vehicle being used for a school related purpose, is at a school-sponsored activity whether or not the event is held on school premises, is enroute to or from school, and when a student's conduct at any time and place adversely affects and/or substantially disrupts the daily operations and positive climate of our schools.

PROHIBITED ACTS

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

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

ALCOHOL, MARIJUANA, DRUGS, OR OTHER BANNED CHEMICAL SUBSTANCES

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

BULLYING AND HAZING

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

COERCION, EXTORTION, AND BLACKMAIL

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

DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY

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

DISRUPTION OF SCHOOL OPERATIONS

A student shall not by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) intentionally cause the disruption or obstruction of any function of the school nor shall an individual engage in such conduct if such disruption or obstruction is reasonably likely to result. Neither shall any student urge other students to engage in such conduct for the purpose of causing a disruption or obstruction if such disruption or obstruction is reasonably likely to result from that student's urging.

ELECTRONIC COMMUNICATION DEVICES

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

FALSE ALARMS

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

FALSE ALLEGATIONS

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

FALSIFICATION OF A SCHOOL DOCUMENT

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

FIGHTING, ASSAULT, AND BATTERY ON ANOTHER PERSON

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

FIREWORKS/EXPLOSIVES/SMOKE DEVICES

A student shall not possess, handle, or transmit any substance or device that can explode, create smoke, or is capable of inflicting bodily injury.

GANG ACTIVITY

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

INAPPROPRIATE COMMUNICATIONS

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

INSUBORDINATION

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

MAKING A FALSE STATEMENT

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

MISCONDUCT PRIOR TO ENROLLMENT

In order to protect the health and safety of students and employees and to prevent threatened disruption to the education process, an otherwise eligible resident student may be suspended or expelled on the basis of: a. A prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Livonia Public Schools, b. A prior act of misconduct, while the student was enrolled in another district; If the misconduct would constitute a sufficient basis for suspension or expulsion, had it occurred while the student was attending the Livonia Public Schools.

OUT OF ASSIGNED AREA AND LOITERING

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

PERSISTENT DISOBEDIENCE OR MISCONDUCT

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

PERSONAL PROTECTION DEVICES

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

RECORDING WITHOUT PERMISSION

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

SEXUAL HARASSMENT

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

SMOKING AND VAPING

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

THEFT OF SCHOOL OR PERSONAL PROPERTY

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

VERBAL ASSAULT

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

VIOLATION OF A SCHOOL'S STUDENT HANDBOOK

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

VIOLATION OF LIVNET USAGE

A student shall not violate or attempt to violate District policies, procedures, or school Student Handbook regulations regarding the use of district computers, personal computers, networks, and telephone systems. Violations of any of the rules and responsibilities of the LIVNET policies

may result in a loss of access and privileges to technology devices and computer usage and may result in other disciplinary or legal actions including restitution.

WEAPON LOOK-ALIKES

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

MAJOR OFFENSES

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

ARSON

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

CRIMINAL ACTS

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

PHYSICAL ASSAULT

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

SEXUAL ASSAULT AND CRIMINAL SEXUAL CONDUCT

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

- a. attending the same school building that is attended by the victim of the violation.
- b. utilizing a school bus for transportation to and from any school if the individual or juvenile will have contact with the victim during use of the school bus.

THREATS OF VIOLENCE

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

ELEMENTS OF DUE PROCESS AND OTHER CONSIDERATIONS REGARDING DISCIPLINARY MEASURES

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

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

Definitions of Disciplinary Consequences

- A short-term suspension is defined as a suspension of one (1) through ten (10) school days. A school principal has the authority to suspend a student for up to and including ten (10) school days.
- A long-term suspension is defined as a suspension ranging from eleven (11) through sixty (60) school days and requires a more formal procedural process requested by the school principal to the district-level director. The process is known as a 'Disciplinary Hearing'.
- To be 'expelled' from school refers to a suspension of over sixty (60) school days and such a ruling may only follow from a district-level Disciplinary Hearing.
- A 'permanent expulsion' refers to a suspension of a minimum of one hundred eighty (180) school days and such a ruling may only follow from a district-level Disciplinary Hearing. A

'permanently' expelled student is subject to possible reinstatement to school through a 'Petition for Reinstatement' procedure after one hundred fifty (150) school days.

- 'Restorative practice' references alternative efforts to suspension that emphasize repairing the harm to the victim and the school community caused by the pupil's misconduct.

Rebuttable Presumption and Consideration of Individual Factors

Consistent with Michigan law, the district adopts a rebuttable presumption that students should not be disciplined by the imposition of a long-term suspension (more than ten (10) school days) or expelled (more than sixty (60) school days) unless the District has determined, in its sole discretion, the presumption has been rebutted (to oppose by contrary proof) by considering each of the following seven (7) factors listed below:

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

For a suspension of ten (10) or fewer days, rebuttable presumption does not apply, but the same seven (7) factors shall be considered in a similar manner prior to a determination of disciplinary consequence. The method used for consideration of the factors is at the sole discretion of school and district administration. The seven (7) factors to be considered prior to a determination of disciplinary consequence does not apply to a student being expelled for possessing a firearm in a weapon-free school zone.

Prior to the suspension of a student, the principal/assistant principal shall investigate the incident, inform the student of the charges, and allow the student to explain his/her version of the facts. If upon conclusion of that investigation the principal determines that the student has violated school rules or District policy, the principal may impose the disciplinary action of a suspension not to exceed ten (10) school days.

A disciplinary suspension of five (5) school days or less shall be at the sole discretion of the building principal and shall not be subject to an appeal by the student, parents, or guardian. However, if the principal imposes a suspension in excess of five (5) school days but less than eleven (11) school days, the student and/or his/her parents or guardians may appeal the principal's decision to the appropriate Elementary or Secondary Director or other designee of the Superintendent. The appeal hearing will be conducted on an informal basis (usually over the telephone) and the student will be given an opportunity to state why an appeal is in order

and to explain his/her version of the facts. Following the informal hearing, the appropriate Director or Superintendent designee will review the facts and make a ruling that shall be final and not subject to further review.

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

The suspension or expulsion of a student from an extracurricular activity such as athletic participation is not covered by this Student Code of Conduct and accordingly a decision of student suspension from extracurricular activities is solely within the discretion of the building administration. In addition, disciplinary consequences in the nature of an in-school suspension or exclusion of a student from class, or in the nature of a written reprimand, detention, and/or work assignment before or after school, additional classroom assignments, etc., is also solely within the discretion of the building administration and is not covered by this Student Code of Conduct.

DISCIPLINARY HEARINGS FOR SUSPENSIONS OF ELEVEN (11) OR MORE SCHOOL DAYS

Step 1. If after an investigation into student misconduct, the building principal determines a suspension for eleven (11) or more school days or expulsion is warranted, and the appropriate district-level administrator concurs with the principal's decision, the student and the parents or guardian shall be notified (usually via electronic message) of:

- a. the charges against the student
- b. the recommended disciplinary action
- c. the fact that a hearing will be held before an impartial school employee
- d. the time, place, location, procedures to be followed at the hearing, and their right to attend and participate in the hearing
- e. the right to appeal any adverse decision of the Hearing Officer if the suspension is for more than twenty (20) days.

If the district-level administrator decides that the student's presence in school would present a danger to other students, school personnel, or a disruption to the educational environment of the school, then the student shall be suspended pending a disciplinary hearing and a ruling of a Hearing Officer.

If the student does not present a danger as described above, the student may be returned to school pending the ruling of the Hearing Officer. If the student is placed under suspension pending a disciplinary hearing, the appropriate district-level administrator shall appoint an impartial disciplinary Hearing Officer and provide for a hearing to take place within seven (7) school days following the initial suspension of the student.

If the student is not suspended pending a disciplinary hearing, the appropriate district-level administrator shall appoint an impartial disciplinary Hearing Officer and cause the hearing to be held within fifteen (15) school days following the completion of the principal's initial investigation. The timelines for commencement of the disciplinary hearing may be enlarged upon the request of the administrator, student, or parent.

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

The Hearing Officer's ruling shall be provided telephonically, if possible, to the student or the parents or guardian within two (2) days after the close of the hearing, and a written decision shall be scanned electronically or mailed through the USPS within four (4) days after the conclusion of the disciplinary hearing.

Step 3. If the Hearing Officer's ruling imposes a suspension of twenty (20) school days or less, the decision of the Hearing Officer shall be final and not subject to further appeal. The Hearing Officer may amend the principal's charges upon motion of the principal or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the Hearing Officer may impose a greater or lesser penalty than that imposed or recommended by the principal. The Hearing Officer should not merely substitute his/her judgment for that of the principal's judgment. If the Hearing Officer's ruling is to impose a suspension in excess of twenty (20) school days or recommends expulsion, the student and/or his/her parents or guardian may appeal the Hearing Officer's decision to the Board of Education.

Step 4. A student may, within five (5) school days of original receipt of the Hearing Officer's ruling to suspend in excess of twenty (20) days or to permanently expel a student, request an appeal to the Board of Education. The request to appeal shall be in writing and contain the petitioner's reasoning for appeal. The Board of Education may grant or deny the request for an appeal. If granted, the appeal will be heard in open or closed session, as elected by the parent. The Superintendent, or a designee, shall notify the student and parents of the time, place, location, and procedures to be followed at the Board of Education hearing and shall determine, based upon the record made before the Hearing Officer, whether the student should be suspended pending a ruling of the Board of Education.

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

The Board of Education must approve a Hearing Officer's ruling to permanently expel a student. If the Hearing Officer's ruling is for a student expulsion and the student and/or his/her parents

or guardians do not request an appeal hearing before the Board of Education, the Board of Education will still make the final decision on expulsion at a voting Board of Education meeting. Permanent expulsion requires Board of Education approval. In that case, the Board of Education ruling will be based upon information submitted to it by appropriate school officials and a formal hearing will not be allowed for the student and parents or guardian.

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

ADMINISTRATIVE GUIDANCE REGARDING POLICE INTERVIEWS OF STUDENTS DURING SCHOOL HOURS January 10, 2022

The Livonia Public Schools building administrators partner with the Livonia and Westland Police Departments to provide a safe and secure school environment for staff, students, and visitors. These guidelines are not to be interpreted by any person as a limitation to the actions and authority of law enforcement authorities during an emergency involving the safety and welfare of all people in LPS buildings or on LPS property.

School administrators are responsible for student discipline issues. Student discipline matters within the school setting will be managed by the school administration in accordance with the Student Code of Conduct (Policy JD). Law enforcement officials, including school resource officers (SRO), should not initiate administrative investigations to determine whether student conduct policies have been violated, but may be used to assist school administrators in such investigations for safety or other reasons as determined necessary by the principal or his/her designee. In all circumstances interviews and investigations by the SRO or other law enforcement official will be conducted under the auspices of the law enforcement agency, not the individual school or the school district. Additional guidance is provided below:

- The building administration will advise the SRO and other law enforcement personnel that the interviewing of students regarding matters not connected to the school or the safety of school personnel should take place at a location other than the school building.
- The building administration will establish protocols whereas the SRO and other law enforcement personnel must inform and be granted permission by the building principal or a designee before an investigation takes place with an LPS student in an LPS building regarding a matter that is not directly related to the school setting or a student safety issue.
- Before the SRO or a law enforcement officer may interview a student regarding an event that is not directly related to the school setting or an emergency situation, a reasonable

attempt will be made by the school administration to notify and to receive parental consent. This does not apply in cases of child abuse or child neglect investigations conducted by local or state agencies.

- The building principal will adhere to an 'in loco parentis' (in the place of a parent) perspective when police request to investigate a student during the school day. A school administrator or a designee will be present during a police interview of a student at school.
- If the SRO or law enforcement officers have a warrant for the student's arrest, the officer must be permitted to arrest the student; however, whenever possible, the arrest should be conducted out of the view of other students.
- These guidelines are not to be interpreted by any person as a limitation to the SRO or other security personnel from establishing personal relationships with students that include informal and informative dialogue.
- School officials are not to release personally identifiable student information in education records to the police without prior written permission of the parent, a lawfully issued subpoena, or a court order, unless it is an emergency situation involving the health or safety of the involved student or other students. Proper directory information may be disclosed upon request.
- The building administration will provide a follow-up notification to their appropriate district-level director when the SRO or other law enforcement officials have interviewed a student at school regarding a non-school related matter. Principals are encouraged to contact the LPS Administrator of Public Safety or their appropriate district-level director if there are questions regarding whether a student should be interviewed by law enforcement authorities at the school building during the school day.