

**HOOVER**



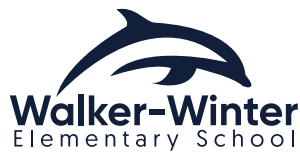
**Wayne-Westland**  
COMMUNITY SCHOOLS  
**2020-2021 District Handbook**



*Schweitzer*



**TAFT**



*Wildwood*



Adams  
Middle School

**Franklin**



*Stevenson*



Middle School

**JOHN GLENN**



**HIGH SCHOOL**

**WAYNE  
MEMORIAL**



**HIGH SCHOOL**



WILLIAM D. FORD CAREER-TECHNICAL CENTER  
**CAREER • TECH**

**Tinkham**



Adult Education

## Non-Discrimination Policy

Wayne-Westland Community Schools does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including inquiries regarding non-discrimination policies: Title VI Coordinator: John Besek; Title II Coordinator: Kim Markey; Title IX Coordinators: John Besek and Jill Simmons; Section 504 Coordinator: John Besek. All complaints may be addressed to 36745 Marquette St., Westland, MI 48185.

The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

Director of Student Services  
Wayne-Westland Community Schools  
36745 Marquette  
Westland, MI 48185  
(734-419-2083)

### Board of Education

David R. Cox . . . . . President  
Frederick L. Weaver, Th.D. . . . . Vice President  
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# Introduction

## Purpose of this Handbook

### K-6 Students

In order to maintain a positive school climate for learning, a Uniform Discipline Code with Levels of Misconduct and Disciplinary Action has been developed. The principal shall attempt to notify parent(s)/ guardian(s) of any suspension before it occurs. The student shall be assigned homework during the period of suspension for completion and submission to the classroom teacher on the day of readmission. Note: the district reserves the right to recommend more severe discipline based on the nature of the violation.

### 7-12 Students

It is necessary for students and Parent(s)/ Guardian(s) to understand that deviations from expected behavior may result in disciplinary action. Disciplinary action in Levels I through V shall occur in response to student misbehavior as the administrator recommends. The Principal (or designee) is responsible for recommending all disciplinary action, including In-school and Out-of-school/ program Suspension. In each situation, the question of whether or not an act of misconduct occurred that warrants disciplinary action shall be determined administratively, by a school administrator or a hearing officer.



The primary objective of the Wayne-Westland Community Schools is to assist each student to develop into a responsible, self-controlled individual, willing to assume his/her role as a productive member of society. An important aspect of this learning process is learning to respect the rules and regulations that are established for the protection of the rights of all members of the school community.

1. The Handbook provides the order necessary for learning. Lack of order interferes with the focus on education. However, the Handbook should not restrict creativity or the excitement of learning.
2. The Handbook protects student and parent rights while also acknowledging their responsibilities to be good citizens.
3. The Handbook includes guidelines for addressing problem behaviors (see pages 5-6, 12) before they become severe. The Code does not just focus on resolving extreme student misconduct problems.
4. The process is built on mutual teacher-principal-student-parent respect. The process does not compromise individual dignity.
5. Parents are responsible for the conduct of their students and must be involved in solving student problems. Students who have reached the age of 18 may elect to be responsible for their own conduct.
6. All members of the school community, including students, were involved in establishing the Handbook.
7. This Handbook considers the importance of restorative justice principles and practices and Positive Behavior Intervention Supports as a framework for addressing negative behaviors and promoting positive school culture and climate.

This Handbook complies with all relevant Michigan Department of Education policies as well as state and federal statutes regarding the disciplining of general education/ special education students. The Handbook does not diminish the due process rights under federal or state law of students who have been determined to be eligible for special education programs and services or reasonable accommodation for their disabilities.

The Superintendent of Schools shall have ultimate responsibility for administering this Handbook in a consistent, fair and reasonable manner throughout WWCS.

# Strategic Plan

## Mission Statement

Wayne-Westland Community Schools, in cooperation with parents and the community, will educate and prepare all of our students to be knowledgeable, responsible, contributing members of a global society.

## We Believe...

The Wayne-Westland Community School District has at its foundation the belief that the function of the schools is to provide a comprehensive educational program which will enable students to meet current and future challenges. The district promotes high expectations for success, assures quality and equity for all students and has a commitment to the development of each student's potential. In cooperation with the home and community, the district will strive to prepare students for life's diverse roles in our democratic society.

## Core Beliefs

1. All children will learn and achieve at high levels.
2. We expect 100% responsibility and open accountability.
3. Climate, culture, and cultural awareness matters.
4. Discussions are based on data.
5. Healthy organizations have well communicated systemic processes with inherent checks and balances.
6. Purpose of central office is to serve the needs of the school sites.
7. Celebrate Successes OFTEN!



# Expectations & Responsibilities

## Student Expectation

Wayne-Westland Community Schools students are expected to follow all rules established inside their classrooms as well as following the Student Code of Conduct of the Wayne-Westland Community School District. Students are expected to exhibit high standards of behavior at all times while in the building, on school property, and to and from school. Any and all issues of discipline that are referred to the office will be dealt with in accordance with the Wayne-Westland Community Schools Code of Conduct.

## Parental Expectations

The most important experience that your child will have at this time will be the education he/she acquires at Wayne-Westland Community Schools. As the parent/guardian, you have an important responsibility to see that this experience is a meaningful one. It is extremely important that you become familiar with our services, as well as, the policies and regulations that govern the district. The staff at Wayne-Westland Community Schools believes the ultimate responsibility for a student's behavior rests with his/her parents or guardians. Therefore, the staff anticipates that parents or guardians will be concerned and cooperative in dealing with any behavioral problems that may arise and expects that this concern and cooperation will be made apparent to their son/daughter.

## District Expectation

Maintaining consistent and appropriate discipline is a key factor in a high achieving district. Wayne-Westland Community Schools has high expectations in terms of student behavior. The district operates under the umbrella of the Wayne-Westland Student Code of Conduct handbook. Our goal is to promote positive behaviors in students. We will teach and model for students what responsible, respectful and safe behaviors look like and expect that they model those same behaviors.



# *Student and Parent Responsibilities*

## **Student and parents have the following responsibilities regarding the Handbook:**

### **Responsibilities**

1. To respect self and others, as well as district and community property.
2. To respect school rules and participate in discipline proceedings when appropriate.
3. To schedule an appointment to review records at a mutually acceptable time.
4. To report any violation of student/parent rights to school staff.
5. To make up work resulting from an absence or suspension.
6. To participate in an educational conference with school personnel.
7. To become involved in your child's school by volunteering and supporting activities.
8. Pursue grievances through established procedures.
9. To adhere to the guidelines regarding when to keep a sick child home.
10. To provide medication information to the school offices (i.e. the school nurse) including medical documentation of need for accommodations. (It is important that a completed and signed Authorization of Medication at school form for prescription medication or a completed and signed Over the Counter medication form is provided to the school).
11. To provide workable emergency phone numbers and reliable emergency contacts for student emergencies.

Questions regarding student and parental responsibilities should be referred to John Besek, Director of Student Services at [Besekj@wwcsd.net](mailto:Besekj@wwcsd.net) or 734-419-2083.

# Rules & Regulations

The Principal of any building may authorize deviations from this Student Code of Conduct and applicable administrative regulations by obtaining advance written approval from the School District's Assistant Superintendent. No such deviation will be effective unless it is communicated to building parents and students in writing.

## Attendance Policy and Regulation

The Board of Education believes that attendance is a key factor in student achievement and that any absences from school represent an educational loss to the student. Regular and punctual patterns of attendance shall be expected of each student enrolled in Wayne-Westland Community Schools.

While it is recognized that absence from school is necessary under certain conditions, every effort should be made by students, parent/guardians, teachers and administrators to keep absences and tardies to a minimum.

Student attendance at school is basically the responsibility of the parent/guardian and student. In order for parents/guardians to fulfill their responsibility, the school must keep them informed of student absences and attendance patterns.

An adequate and comprehensive system of attendance records shall be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in his/her classroom. The principal shall be accountable for ensuring the accuracy of all attendance records for his/her building.

Absences, even though verified by the parent/guardian, which are excessive and/or interfere with the student's educational program, will be investigated by school district personnel.

All students shall have the opportunity to make up schoolwork missed due to absences. However, it shall be the student's responsibility to secure the assignments and return it within the time agreed upon with each teacher.

## Student Attendance and Absences

### A. Ages of Attendance

Compulsory school attendance in the State of Michigan includes all students from ages 6-18. Truancy is defined as the willful non-attendance of school and will result in disciplinary actions at the building level.

The School District will work cooperatively with all parents and students to assure positive student attendance. In an extreme case of student nonattendance, however, the District may seek court action against the student and/or his or her parent/guardian to assure compliance with state law.

### B. Necessary Absence

When health problems or other emergencies require a student to be absent from school, the school may request verification from the parent/guardian.

### C. Emergency Release

An individual student may be released from school in an emergency situation to a custodial parent, guardian, legal authorities, or other person properly authorized by the parent/guardian to accept custody.

### D. Student Detention

A student shall not be required to stay beyond regular school hours for disciplinary reasons unless a parent has received prior notification of such action by the School District.

# Student Dress Code

The style and manner in which a student dresses while he/she attends school shall be the responsibility of his/her parents. Parental discretion shall be the major criteria for student dress.

The District, however, maintains the right to impose reasonable restrictions on dress for the following reasons:

If the style of dress or grooming is disruptive to the educational process or is detrimental to the health, safety, or welfare of the student or other students with whom he/she attends school.

Students, together with their parents, have the responsibility to dress and groom themselves in a manner appropriate for school. Principals have the responsibility and right to interpret this dress Handbook in a consistent, fair and reasonable manner.

**This list is not exhaustive and includes, but is not limited to:**

1. Safe footwear must be worn at all times.
2. Clothing for school will cover the shoulders to mid-thigh.
3. Hats or headgear (other than for religious or medical reasons) are not to be worn inside the building.
4. Sunglasses are not to be worn inside the building.
5. Pajamas, slippers, underwear that is exposed, halter-tops, bare midriffs, bare sides, sheer articles of clothing, low cut tops or skirts/shorts that do not reach below one's fingertips, and t-shirts with drug or alcohol literature are examples of clothing not permitted.
6. Clothing, jewelry or accessories that denotes membership in a group which advocates drug use, violence, or disruptive behavior or that promote inappropriate or illegal behavior, indicate profanity or unacceptable language/double meanings, are not to be worn.
7. Wallet chains and other forms of chains over 6 inches in length are not permitted nor are spiked jewelry.





## Rules for Use of all Electronic Communication Devices

Students are prohibited from using or possessing active (i.e., turned on) electronic communication devices (e.g., pager, cellular telephone, etc.) on school premises from the beginning until the end of the instructional day, including passing times, lunch times and after school detention. Students are also prohibited from openly possessing active and inactive electronic communication devices from the beginning until the end of the instructional day, and such devices shall be stored in the student's book bag, locker, purse, etc. Unless otherwise authorized by building administration or staff (use in classroom), student use and possession of active electronic communication devices before and after the instructional day shall be limited to areas designated in writing by school administration. Students are prohibited from using or possessing active and inactive electronic communication devices, at any time, in the locker rooms and bathrooms and on school buses.



Students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

### Penalty

Administrative intervention to expulsion.

## Acceptable Use of Technology and Network Policy

Wayne-Westland Community Schools strongly encourages and promotes the educational use of technology in our schools. To ensure students, staff and parents take full advantage of the technologies available, all uses of technology in the school district must have proper authorization and adhere to district policies. All use of technology is a privilege, not a right and must be in support of and consistent with the purposes and stated goals of the school district. There are no inherent warranties for technological resources that Wayne-Westland is providing. Wayne -Westland reserves the right to monitor network activity.

### Guidelines

1. Students will use technology as authorized by appropriate school personnel.
2. Only software legally owned and/or authorized by the district may be put on district computers.
3. All network activities will be legal and appropriate use.
4. Prior approval of the building principal and district web manager is needed to place anything on the building or district web pages.





## Technology and Safety Rules

### Technology users will:

1. Comply with district policies, rules and regulations.
2. Use networks and technology in support of Wayne-Westland's educational goals.
3. Obey all district, state and national copyright laws.
4. Report to the building administrator or teacher any misuse of networks and/or technology.
5. Use district equipment responsibly; respect individual work, files, programs and security.
6. Hold harmless Wayne-Westland Community Schools from any and all claims or damages of any nature arising from access, use or inability to access or use the technology or network system.



### Technology users will not:

1. Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
2. Access, vandalize, or modify anyone else's account, data, files and/or password without authorization of the network administrator or building principal.
3. Use district technology for commercial or 'for profit' purposes.
4. Use district technology to impersonate another, obtain illegal copies of software or audio, text, video materials for which Wayne-Westland does not have ownership.
5. Use district technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
6. Disclose confidential information, passwords, or access codes.

7. Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.

### Technology users will not:

Use district technology to distribute materials that:

1. Violates the Family Education Rights and Privacy Act, which affords students certain rights with respect to their education records.
2. Jeopardizes the health and safety of students; is obscene, pornographic or libelous;
3. Causes disruption of school activities; Cheating
4. Plagiarizes the work of others;
5. Is a commercial advertisement or
6. Has not been approved by the building administrator, network administrator or web manager.



# Rules and Regulations for Safe School Bus Behavior



## Rules and Regulations for Safe School Bus Conduct

A student who rides the school bus must abide by the driver's direction and the Student Code of Conduct or face the loss of bus privileges.

Examples of misconduct that may lead to temporary or permanent suspension of bus privileges include, but are not limited to:

1. Insubordination
2. Smoking
3. Fighting
4. Profane or Foul Language
5. Destruction of Property
6. Repeated Offenses



### Always...

1. Follow the bus driver's instructions
2. When waiting for the bus, stay a safe distance from the roadway
3. Follow all the posted rules

4. Remain seated and maintain classroom behavior on the bus at all times
5. Keep your possessions in a book bag
6. Keep all parts of yourself and objects inside the bus
7. Use appropriate language and volume
8. Cross the street in front of the bus and watch for traffic

### Never...

1. Block the aisle
2. Throw objects inside the bus or out of the window
3. Eat or drink on the bus
4. Push or engage in horseplay

### Bus stop arrival and schedules:

Students should be at their designated bus stops at least 10 minutes before the scheduled arrival of the bus.

Students should be standing at their designated stop before the bus arrives, and not waiting in cars, or running across the street. Students running toward a bus creates a potentially dangerous situation.

A student who arrives at the bus stop after the bus door has closed cannot be allowed to board the bus. Michigan law requires a school bus driver to activate the bus warning lights at least 200 feet before the bus stop. This is not possible once the doors have been closed.

During the first month of school, buses tend to be delayed in both arrival and departure. Schools, parents, students, and drivers are all adjusting to the start of a new school year, please be patient.

### If your student misses the bus:

You are permitted to take them to another bus stop on the same bus route. However, your student should arrive and be waiting at the alternate bus stop before the bus arrives, and should not be running from a vehicle to meet the bus.

### Be prepared for the weather and traffic conditions:

Weather or traffic conditions may affect the bus schedule in the morning or afternoon. Be assured that the bus will always come. Stops are never canceled due to a bus running late.

### Parent support appreciated:

Parents waiting at or near the bus stop to ensure student safety are welcome and very much appreciated. Please put your child's safety and the safety of others ahead of comfort and have them waiting at the stop prior to bus arrival.

Remember your school bus is a "moving classroom". Use inside voices, keep your hands to yourself and be courteous. The bus driver is authorized to assign seats. Don't lose your riding Privilege! Follow these rules!

# Disciplinary Actions

## Overview

Following the rules promotes a safe and orderly environment where learning will take place. Each school shall have a program of positive consequences for acting in accordance with school rules which may include: verbal and written recognition, special privileges, home reports, monthly activities and marking period awards.

Students who do not follow school rules will be subject to a series of interventions intended to correct the behavior. The student's school is responsible for issuing behavior consequences. The Handbook shall apply to students:

1. On school property or in a school-related vehicle;
2. In attendance at school or at any school-sponsored activity;
3. En route to or from school or any school-sponsored activity;
4. Whose conduct at any place or time directly interferes with the operations, discipline, or general welfare of the school and school students/personnel;
5. When using school-owned telecommunications or computer resources and accounts or other district services.

## Parent Notification

In every case resulting in suspension, the parent, or student (if age 18), will attempt to notify by telephone and/or in writing the day of the suspension. In some cases of disciplinary action, a student may be suspended from school pending investigation of the incident. If disciplinary action involves suspension, the District will not send students out of the building during school hours unless a parent or another responsible person has been contacted. If a non-custodial parent, who is legally authorized for access to student records, wishes to have copies of suspension information mailed to their home, it is the responsibility of said parent to provide the school with the necessary address.

To prevent problems from escalating, schools may take appropriate action that may include counseling, restorative justice, mediation, conflict management and/or referrals to community agencies. Parents shall contact the principal when they have concerns.



## Definitions of Discipline

1. **Administrative Intervention** - Disciplinary action that does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments and revocation of the privilege of attending after school functions and activities, events, etc.
2. **SNAP Suspensions** - If, during a class, subject or activity, a teacher has good reason to believe a student has engaged in conduct which unquestionably interferes with the education of him/herself or other students, or a student has engaged in conduct which poses a clear and present danger to him/herself or other students, the teacher may suspend the student from a class, subject, or activity for one full school day.
3. **Suspension** - Exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of conditions. (Short-term: Up to 5 days. Long-term: 6 days to 179 days)
4. **Expulsion** - The permanent exclusion of the student from the school system. (180 school days)

# Student Code of Conduct

*The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct.*

## 1. Failure to Cooperate

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

**Penalty** - Administrative Intervention to Expulsion.

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## 2. False Allegations

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education: members; or volunteers.

**Penalty** - Administrative Intervention to Expulsion.

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## 3. Failure to Comply With Directions of School Personnel

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity.

**Penalty** - Administrative Intervention to Expulsion.

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## 4. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

**Penalty** - Administrative Intervention to Expulsion.

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## 5. Scholastic Dishonesty

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

**Penalty** - Administrative Intervention to Expulsion.

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## 6. Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material.

**Penalty** - Administrative Intervention to Expulsion.

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## 7. Improper Communications

A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises,

and regardless of whether such communication are made during, before, or after school hours or during times when school is not in session.

**Penalty** - Administrative Intervention to Expulsion.

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## 8. Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

**Penalty** - Administrative Intervention to Expulsion.

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## 9. Disruption of School

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

**Penalty** - Administrative Intervention to Expulsion.

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## 10. Discriminatory Harassment

A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.)

**Penalty** - administrative Intervention to expulsion.

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## 11. Violation of Building's Rules and Regulations

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

**Penalty** - Administrative Intervention to Expulsion.

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## 12. Bullying and Hazing

Students are prohibited from engaging in conduct, whether written, verbal or physical, that unreasonably interferes in another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. "Bullying," for purposes of this policy means any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more district students, either directly or indirectly, by doing any of the following: substantially interfering with educational opportunities, benefits or programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student's physical or mental health; or, causing substantial disruption in, or interference with, the orderly operation of the school. "At school," for the purposes of this policy means anywhere on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity, regardless whether the activity is held on school premises. "At school" includes the use of a telecommunications access device or telecommunications service provider owned by or under the control of the district. "Hazing," for the purpose of this policy means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

**Penalty** - Administrative Intervention to Expulsion.

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### 13. Dress

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

**Penalty** - Administrative Intervention to Expulsion.

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### 14. Smoking/Tobacco/Vaping

A student shall not smoke, vape, chew or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.

**Penalty** - Administrative Intervention to Expulsion.

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### 15. Trespassing, Loitering

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

**Penalty** - Administrative Intervention to Expulsion.

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### 16. Suspended Student On School Property Or Attending School Activities

A student, while on suspension, shall not enter onto School District property without the permission of a building administrator.

A student, while on suspension, shall not participate in, or attend any school related activity, function or event, held on or off school property, without permission of a building administrator.

**Penalty** - Administrative Intervention to Expulsion.

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### 17. False Alarms

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report.

**Penalty** - Administrative Intervention to Expulsion.

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### 18. Electronic Communication Devices and Laser Pointers

Students are prohibited from using or possessing active (i.e., turned on) electronic communication devices (e.g., pager, cellular telephone, etc.) on school premises from the beginning until the end of the instructional day, including passing times, lunch times and after school detention. Students are also prohibited from openly possessing inactive electronic communication devices from the beginning until the end of the instructional day, and such devices shall be stored in the student's book bag, locker, purse, etc. Students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

**Penalty** - Administrative Intervention to Expulsion.

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### 19. Damage of Property or Theft/Possession

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of, school property or the property of another person.

**Penalty** - Administrative Intervention to Expulsion.

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### 20. Coercion, Extortion or Blackmail

A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting

to secure money or other items 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.

**Penalty** - Administrative Intervention to Expulsion.

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### **21. 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.

This section is supplemental to, and does not limit or supercede, sections 19 and 23.

**Penalty** - Administrative Intervention to Expulsion.

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### **22. Fireworks, Explosives, Chemical Substances**

A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person.

**Penalty** - Administrative Intervention to Expulsion.

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### **23. Criminal Acts**

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

**Penalty** - Administrative Intervention to Expulsion.

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### **24. Alcohol/Chemical Substances**

A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverages or intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

**Penalty** - Administrative Intervention to Expulsion.

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### **25. Look-Alike Weapons**

A student shall not possess, handle or transmit any object or instrument that is a “look-a-like” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

**Penalty** - Administrative Intervention to Expulsion.

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### **26. Weapons and Dangerous Instruments**

A student shall not possess, handle or transmit a knife with a blade of three (3) inches or less, blackjack, baton, marshal arts device, paint ball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

**Penalty** - Administrative Intervention to Expulsion.

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### **27. Personal Protection Devices**

A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

**Penalty** - Administrative Intervention to Expulsion.

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## **28. Drugs, Narcotics, Counterfeit Substances, and Paraphernalia**

A student shall not manufacture, sell, possess, use, deliver, transfer or be under the influence (legal intoxication not required) of any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressants controlled substance, counterfeit substance or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as “Speed” or “Crack”) or sell, manufacture, possess, use, deliver or transfer “designer” drugs).

**Penalty** - Administrative Intervention to Expulsion.

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## **29. Fighting, Assault and/or 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, (including substitute and student teachers), student, volunteer, chaperone or other person (e.g., fighting).

**Penalty** - Administrative Intervention to Expulsion.

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## **30. Violation of Acceptable Use Policy**

A student shall not violate or attempt to violate the Acceptable Use of Technology Policy. Violation of any of the rules and responsibilities may

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

**Penalty** - Administrative Intervention to Expulsion.

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## **31. Gang Insignia/Activity**

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang

**Penalty** - Administrative Intervention to Expulsion.

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## **32. Dangerous weapons**

A student shall not possess a dangerous weapon in a weapon free school zone.

**Penalty** - Administrative Intervention to Expulsion.

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## **33. Fighting**

Fighting (in the school, on the school grounds, or to and from school), threatening or intimidating other students, and the use of profane, vulgar and discriminatory language is strictly prohibited. Students involved in a fight situation will be suspended from school and may incur police involvement. Students should never strike, shove, or in any way attempt to physically injure another individual. It is the expectation that students make every attempt to remove themselves/or get away from a physical

or verbal altercation and solicit adult assistance immediately. Failure to meet these expectations may result in disciplinary action. Bystanders who gather around to watch other students who are involved in any violation of school rules are subject to disciplinary action. Bystanders need to keep walking and/or attempt to get adult assistance. Students should report to counselors, mediators, teachers, or administrators for help in resolving conflicts with others at the first signs of a conflict/situation. It is against school rules to fail to comply with directions of school personnel. School personnel include administrators, teachers, counselors, student teachers, substitute teachers, secretaries, custodians, paraprofessionals, and lunchroom personnel.

**Penalty** - Administrative Intervention to Expulsion.

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### 34. Criminal Sexual Conduct

A student shall not commit criminal sexual conduct, as defined by MCL 750.520 b-e and g.

This section is supplemental to and does not limit, sections 7-11,20,23 and 29

**Penalty** - Administrative Intervention to Expulsion.

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### 35. Misconduct Prior to Enrollment

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was (a) a resident of another district, (b) enrolled in another school, (c) outside of school hours or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the District.

**Penalty** - Administrative Intervention to Expulsion.

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## Due Process

The following due process procedures only govern the suspension or the expulsion of a student from the School District's regular educational program. Discipline in the form of administrative intervention is solely within the discretion of the building principal or his/her designee and is not subject to the procedures of due process as provided in this Student Code of Conduct.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the principal, hearing officer, or Superintendent, then such action of reinstatement shall not limit or prejudice the District's right to suspend or expel the student following a decision by the principal, hearing officer or Superintendent. The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

### A. Suspension Of Ten School Days Or Less

**STEP ONE** - As a general rule, prior to any suspension of the student, the building administrator shall provide the student with the following due process:

- a. The administrator shall inform the student and parent of the charges against him/her, and if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
- b. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process,

the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in subparagraphs a. and b. above.

If, after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed five (5) days.

The principal, or his/her designee, shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. A district "Student Suspension Notice" is to be completed, with copies going to the parent and the student's file. A building administrator's decision to impose a penalty of five (5) or less school days, or six (6) to ten (10) school days after consultation with of the Director of Student Services is final and not subject to further review or appeal.

## **B. Suspension For Eleven (11) Or More School Days And Expulsion - Severe Infractions**

The principal should inform in person or by phone the student's parent of the suspension and of the reasons and conditions of the suspension. A school district Office Discipline Referral is to be completed, with copies going to the parent and the student's file. Removal of a special education eligible student more than five (5) days, consecutively or cumulatively, requires due process procedures under IDEA regarding a Manifestation Determination and the IEP process by the Director of Student Services after consulting the Director of Special Education.

**STEP ONE** - If the building administrator decides that a suspension for more than Ten (10) school days or expulsion is warranted, the student and the parent(s) or guardian shall be notified of:

- The charges against the student

- The recommended disciplinary action
- The fact that a hearing will be held before the Superintendent or his/her designee
- The time, place, location and procedures to be followed at the hearing.

**STEP TWO** - A hearing before the hearing panel will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the appropriate disciplinary measures to be imposed. The student disciplinary seven factors must be considered before any suspension or expulsion of a student.

**STEP THREE** - The hearing officer decision shall be given orally to the student and parents or guardian no later than five (5) school days after the close of the hearing. A written decision shall be mailed at the same time. These times timelines, however may be enlarged by the hearing officer or designee due to extenuating circumstances.

If the hearing officer's decision imposes a suspension of thirty (30) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. If the hearing officer's decision imposes a suspension more than thirty (30) school days or recommends expulsion, the student and or his/her parents or guardian may appeal the hearing officer's decision to the Superintendent.

**STEP FOUR** - If an appeal is going to be made to the Superintendent concerning the hearing officer's decision, the student and/or his/her parent(s) or guardian must file the appeal in writing with the Superintendent within five (5) calendar days (excluding weekends) following receipt of the hearing officer's written decision. If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Superintendent of Schools will nevertheless make the final decision on removal,

but the decision will be based upon information submitted to him/her by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Assistant Superintendent of Curriculum, Instruction and Assessment or his/her designee, shall notify the student and parent(s) or guardian of the time, place, and location of the appeal hearing. The appeal hearing will allow the student, parent(s) or guardian the opportunity to present oral argument(s) in support of or in opposition to, the hearing officer's decision.

The Superintendent, shall within seven (7) days of the conclusion of the appeal hearing, notify the student, parent(s) or guardian and administration of his/her decision in writing.

**STEP FIVE** - Where a hearing has been held, an appeal to the Superintendent of Schools may be taken by the student, parent or guardian by filing written notice with the Secretary of the Superintendent within five (5) school days of the decision.

**STEP SIX** - Where a hearing has been held before the Superintendent of Schools or his/her designee under this section, an appeal to the Board of Education may be taken by the student, parent or guardian by filing written notice with the Secretary of the Board within five (5) school days of the decision. This appeal will be heard in open or closed session, as elected by the student and/or parents or guardians.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent of Schools shall share the results of the hearing at his/her level and make recommendation to the Board of Education in terms of disciplinary action against the student. The student, parent(s) or guardian(s) or a legal representative will have an opportunity to address the Board of Education.

## State Mandated Expulsions

State law mandates the Board of Education or its designee to consider permanent expulsion, subject to possible reinstatement by the Board of Education, for any student who:

1. Possesses a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over three [3] inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles) in a weapon-free school zone;
2. Commits arson in a school building or on school grounds;
3. Commits criminal sexual conduct in a school building or on school grounds;
4. Commits (in grade six or above) a physical assault against a school employee, volunteer, or contractor on school premises, or a school-related vehicle, or at a school-sponsored activity, regardless of location.

State law mandates that the student be expelled for the minimum duration noted below before possible reinstatement:

1. Dangerous weapon (grades six or above): permanent expulsion
2. Dangerous weapon (grades five or below):
  - Ninety (90) school days if a firearm or weapon is used to threaten another person
  - Ten (10) school days if not a firearm or if not used to threaten another person
3. Physical assault to employee or volunteer:
  - Students grades six and above: permanent expulsion

- Students grades five and below: discretion of the Board of Education or designee
- 4. Criminal Sexual Conduct which qualifies as a felony under the Michigan Penal Code: One hundred eighty (180) days
- 5. Arson: One hundred eighty (180) days
- 6. A recommendation to permanently expel a student shall be presented to the Board of Education or its designee by the Superintendent of Schools within thirty (30) school days following the suspension based on the resulting investigation of the incident by the appropriate school safety officer and/or Public Safety Department's central staff. Should extenuating circumstances arise, the Superintendent shall have ten (10) additional school days in which to bring an expulsion recommendation to the Board.

### Notification

The district will notify all district employees, parents and students of this policy. This policy will also be posted or otherwise published as required by law.

### Contact Information

Director of Student Services, Wayne-Westland Community Schools, 36745 Marquette, Westland, Michigan 48185 Phone: 734-419-2083

## 7 Discipline Factors under Revised School Code (MCL 380.1310d)

Were the required discipline factors considered prior to assigning suspension/expulsion discipline penalties for this student:

- The pupil's age:
- The pupil's disciplinary history:
- Whether the pupil is a student with a disability:
- Whether restorative practices will be used to address the violation or behavior committed by the pupil:
- The seriousness of the violation or behavior committed by the pupil:
- Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member:
- Whether a lesser intervention would properly address the violation or behavior committed by the pupil:





