

CAREER CENTER RULES AND REGULATIONS *(In conjunction with the Livonia Public Schools High Schools)*

ADMINISTRATIVE REGULATION

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

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

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

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

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

ALCOHOL, DRUGS, NARCOTIC DRUGS AND MARIJUANA

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

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

ATTENDANCE POLICY

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

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

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

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

NOTIFICATION TO PARENTS

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

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 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 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.

ABSENCE PROCEDURES

1. Parents/Guardians are required to contact their student's home high school regarding their student's absence. *Parents/Guardians of Out of Districts students are required to contact the Career Center if their student is going to be absent.*
2. All absences are recorded in the ParentConnect program which can be viewed by parent/guardian using the designated login. If your student has an unexcused absence in one or more hours, an automated message will be sent to the home of the student via the designated phone number or email address.
3. Thirteen total absences in a class during one semester is deemed excessive. More than 13 total absences in a particular class may result in a reduction of the final grade or loss of credit for that class. Instances of school business absence will not figure into the total number of absences.

QUESTIONS ABOUT ATTENDANCE

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

PHILOSOPHY OF ATTENDANCE

Our philosophy for attendance state: The Livonia Public Schools are committed to providing our students with a world class education that will prepare them to be productive citizens in a diverse and democratic society. Regular attendance should be a shared and common expectation of the schools, the students, and the parents. Our goal is to work cooperatively with parents and students, maintain high standards, and instill the work traits of punctuality and outstanding attendance necessary for success.

PARENT MONITORING OF ATTENDANCE

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

BUILDING ACCESS

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

BULLYING

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the (policy) of the district to provide a safe educational environment for all of their 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 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 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; or
- 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 she/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 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 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.

Retaliation, or making a false accusation against a target of bullying, a witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation or false accusations should be reported in the same manner as bullying behavior. Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. This policy is published in the student handbook annually, which is accessible on the school and district websites.

Confidentiality: To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

CHECK OUT DURING THE DAY

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

COMMUNICATION DEVICES

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

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

CONFIDENTIAL HOT LINE

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

DRESS AND GROOMING STANDARDS FOR STUDENTS

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

"Every student shall personally maintain a reasonable standard of wearing apparel which is appropriate to the role of a student and which contributes to developing a good climate for study."

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

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

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

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

1. Shorts, skirts, and dresses worn to school must be modest in nature and appropriate for school.
2. Tops worn to school must be modest and appropriate. Tops that are too revealing or expose undergarments are not permitted. Bare midriffs are not permitted.
3. Saggy pants that reveal under garments are not appropriate. Boys must wear their pants at their waist. Underwear may not be worn as an outer garment.
4. Shoes or footwear must be worn at all times. Bedroom slippers are not allowed.
5. Hats and other head coverings, headbands or bandanas are not permitted to be carried or worn inside the

- building since they serve no functional purpose indoors. They should be taken off at the door of the building.
6. Clothing with logos or designs that promote inappropriate or illegal behavior such as smoking, sexual harassment, drugs, or alcohol are not to be worn to school. Clothing with suggestive messages or inappropriate language is also not to be worn to school. Finally clothing and paraphernalia believed to be gang related or indicative of gang membership or association is prohibited.
 7. Staff may request students to remove coats and jackets while in the classroom.
 8. Use of wallet chains is discouraged. They should be kept out of view at all times. Any clothing or decorative adornment which could be deemed as hazardous is not allowed in school.
 9. 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.
 10. Unusual hair styles that are disruptive to the educational process or dangerous to other students will not be permitted.

END OF SCHOOL YEAR BEHAVIOR CONSIDERATION

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

HARASSMENT

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

HARMFUL SUBSTANCES

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

TAKING MEDICATION AT SCHOOL

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

When medication is necessary during school hours:

1. A medication authorization form must be completed by the student's physician and parent or guardian and returned to the building principal before administration of medication. The form is available in the Main Office.
2. It will be the student's responsibility to make contact with the designated staff member for the administration of medication unless other arrangements have been agreed to by a school administrator.
3. "As needed" medication requires a physician's statement specifying dosage limits.
4. All medications that are to be administered at school must be in an appropriately labeled container (Must specify student name, medication name, and dosage to be given.)
5. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.
6. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. Please contact the building principal to make appropriate arrangements.

SCHOOL SAFETY

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

SMOKING/VAPING POLICY – THE BOARD OF EDUCATION STATES

"No student is allowed to smoke, vape, chew or otherwise use tobacco on school property or within sight of school property.* While on school property, no student shall have tobacco or vaping product in any form in his or her possession or under his or her control."

SMOKING/VAPING/USE/POSSESSION

First Offense	- Three Day Suspension
Second Offense	- Five Day Suspension
Third Offense	- Seven Day Suspension
Additional Offense	- Seven Day Suspension

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

TRANSPORTATION TO THE CAREER TECHNICAL CENTER

The Livonia Public Schools District provides transportation for students to and from their home high school to the Career Technical Center. Student parking at the Career Center is by administrative approval. Students must have a valid student parking permit at their home high school in order to drive to the Career Center. Parking privileges are at the discretion of the Career Center principal and may be revoked due to reckless driving, unauthorized parking, or violations of school policies.

VANDALISM AND DESTRUCTION OF PROPERTY

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

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

The Board of education has enacted the following regulations 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, and Acts 102, 103, and 104 of the Public Act of 1999, 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, 1999 (102, 103, 104). Except as otherwise required by the Gun-Free schools Act and P.A. 328, 1994, 1999 (102, 103, 104), 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 and 1999 (102, 103, 104), a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson in a school building, or on school grounds, or committed criminal sexual conduct in a school building, or on school grounds.

A dangerous weapon means:

- a. any firearm (including a starter gun and BB gun) which is designed to expel a projectile by the action of an explosive or the frame or receiver of any such firearm;
- b. any firearm muffler or firearm silencer;

- c. Any explosives, incendiary or poisonous gas device (i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or device similar to any of these devices.)
- d. A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by mechanical device, iron bar, or brass knuckles.

NOTE: As prescribed by Public Act 328, the length of a "Dangerous Weapons," 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, and criminal sexual conduct.