



WAVERLY

COMMUNITY SCHOOLS

Pride. Tradition. Excellence.

2021-22

Student Code of Conduct

Part I – Rights, Responsibilities, Rules, and Response to Behavior for Students

Part II – Attendance Procedures

Part III – Bus Conduct

Part IV – Student Network and Internet Acceptable Use and Safety

Welcome from the Superintendent

Dear Parent and/or Guardian:

It is with great pleasure that I officially welcome you to Waverly Community Schools. The start of each school year offers tremendous potential for success. This success is best achieved when the school and family work together.

The purpose of the Student Code of Conduct is to support students with making the correct behavioral choices during this next school year. Parents and Guardians: please read the entire Student Code of Conduct and discuss the contents with your students.

Waverly Community Schools is the center for all teaching and learning in our community. The faculty and staff will challenge each and every student to do their best and to become involved in as many activities as possible. Take pride in the fact that we are all Warriors.

Let's all work together to make Waverly Community Schools the best that it can be.

Yours in partnership and education,

Kelly Blake
Superintendent

Part I – Rights, Responsibilities, Rules and Regulations

Statement of Purpose

The Waverly Community Schools Board of Education and staff strive to carry out the mission of the Waverly Community Schools. They are dedicated to provide a rigorous curriculum, to help all students achieve their academic best, to help them develop good character, and to become successful contributors in a global society.

To provide the best possible environment to achieve this mission, it is necessary to have clear expectations. This Code of Conduct is developed to help all Waverly stakeholders understand the expectations for all students as they participate in the Waverly Community Schools.

Waverly Community Schools strives to develop, through the Code of Conduct, students of good character demonstrated by the following traits:

Honesty: to develop honesty and truthfulness between and among students, staff, and community. Honesty can be observed through individual demonstration of integrity, trustworthiness, and accountability in words and actions, and a sense of justice and fairness in dealing with others.

Respect: to develop respect between and among students, staff, community, and the various groups within society. Respect can be observed and demonstrated by the individual being a skilled listener, friendly, and sensitive towards others, having a respect for self, compassion, and a sense of confidence in interpersonal relations and social skills, a respect for laws and rules, and operating as a peacemaker.

Responsibility: to develop responsibility between and among students, staff, and community. Responsibility can be observed and demonstrated through self-discipline, cooperation with others, perseverance in completing tasks, dependability, promptness, accountability in actions, and a general commitment to doing one's best.

Caring: to develop caring between and among students, staff, and community. Caring can be observed and demonstrated through the showing of compassion, forgiveness, and generosity, cooperating with others, helpfulness, service to others, and acts of kindness.

It is the goal of the staff to emphasize these character traits as being important for all students to develop and demonstrate. Building administrators may develop regulations that will govern how to address discipline issues that support this Code of Conduct in a manner appropriate to the student's age.

Delegation of Responsibilities

The Board of Education, according to State Law, delegates to the staff the responsibility for carrying out this Code of Conduct. In disciplinary matters, it shall be the responsibility of the building administrators to determine the degree of seriousness of all offenses and, in their judgment, assess the appropriate consequence (which may be less than the maximum) unless State Law or Board Policy specifically defines the consequence to be administered.

Individual Responsibilities

Staff - The Superintendent and staff are charged by the Board with the primary responsibility for operation of the district in a manner which will protect the health, safety, welfare, and the orderly process of the educational program. In carrying out these responsibilities, the Superintendent is given commensurate authority to use appropriate means to counteract any situation which threatens the health, safety, or welfare of students, or threatens to disrupt the orderly process of the educational program.

Parents - The Board of Education recognizes the parents' responsibility and authority in the raising and education of their children. The Board requests parents review this Code of Conduct with their students and encourage their child(ren) to conduct themselves as people of good character.

Students - All students have the responsibility to attend school for the purpose of achieving an education, to work to their potential, and to work on the development of good character as defined in the district character clusters. The Board

recognizes that students have individual rights; however, these rights can only be protected when each student exercises their responsibilities to:

1. Respect the human dignity and worth of every individual and to refrain from language and/or behavior that is insulting or disrespectful on the basis of age, disability, gender expression, gender identity, height, marital status, national origin or ancestry, race, religion, sex, sexual orientation, or weight.
2. Know and follow the reasonable rules and regulations established by the Board of Education for the welfare and safety of students.
3. Study willingly and maintain the best possible level of academic achievement by being actively involved in one's education, and preparation for life.
4. Be on time and present in the school program each and every day.
5. Not make false charges or slanderous remarks, or use obscenity in oral or written expression, and observe fair rules in conversation.
6. Dress and appear in a manner that meets reasonable standards of appropriateness, health, and cleanliness, and is appropriate for a teaching and learning environment.
7. Help maintain and improve the school environment; preserve school property, and exercise the utmost care while using school facilities.
8. Conduct oneself in a manner that supports orderly conduct.
9. Report violations of this Code or illegal behaviors to the proper authorities.
10. Maintain academic eligibility. Waverly Community Schools adheres to the Michigan High School Athletic Association's (MHSAA) eligibility standards for athletic participation.

Rights of Students

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all citizens certain rights. The U.S. Supreme Court has declared that students do not give up those constitutional rights by being in school. Students are protected by the Constitution, and that responsibility for protection applies to the Board of Education as it does to other individuals and agencies.

I. Non-Discrimination

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

Waverly Community Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Complaints alleging violations of student discrimination shall be filed with Tiffany Wright, Special Education Director (517-319-3011), the Board's designated Section 504 Compliance Officer. The Compliance Officer will coordinate and investigate complaints. Information pertaining to Section 504 and other civil rights laws/regulations can be obtained from the Section 504 Compliance Officer.

2. Law Enforcement (Policy 5540)

The Waverly Community Schools endeavors to cooperate with law enforcement agencies. The Board will allow law enforcement officials to interview students during the school day under the following conditions:

- A. Law enforcement agencies investigating complaints, other than under the Child Protection Act, should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property, involves other situations affecting school safety or in emergency situations.

- B. Before the student(s) is/are questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the law enforcement agency.
- C. In those circumstances when an interrogation may expose a student to criminal charges, the building principal should also attempt to verify with the officer/investigator that the student(s) has been or will be informed of his/her right to refuse to answer questions, to be informed that anything she/he says may be used against him/her in court, and to consult with and be advised by legal counsel.
- D. The interview and other police related matters shall be handled with utmost discretion to avoid unnecessary notoriety and shall be held in the strictest confidence.

Law enforcement officers are empowered by law to arrest persons, including children, upon a lawful warrant or without a warrant if the officer has reasonable cause to believe that the person, including a child, has committed a felony or misdemeanor on school property. Responsibility for notifying a parent or legal guardian that their child has been placed under arrest while attending school or school-related activities shall be placed upon the school official involved in the situation.

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). Waverly follows the statewide school safety policy that requires reporting certain incidents occurring at school to local law enforcement agencies.

3. Expression of Dissent

The Waverly Community Schools Board of Education recognizes the right of students to have free expression of ideas and convictions. It endorses the principle of freedom of speech, to be protected against censorship or punishment, when exercised within reasonable bounds of time, place, and manner which are not disruptive to the educational process.

Students who wish to make a complaint may use the following procedure. The proper channeling of complaints is in the following order: Teacher, Assistant Principal, Principal, Superintendent, Board of Education. If, after discussing the complaint with the appropriate person, a satisfactory solution is not achieved, the student should bring the complaint to the next higher authority.

4. Student School Based Publications

The Board of Education recognizes the right of freedom of expression of students through school publications on matters of personal, social, and educational concern. The content of school publications, all theatrical productions, and other expressive activities be regulated by law, noting reasonable standards of journalistic quality, and restrictive conditions deemed to be disruptive to the educational purpose of the Waverly Community Schools.

5. Student Lockers, Desks, Other Equipment and Materials

Misuse of student lockers, desks, or other equipment and materials resulting in damage or loss may result in a fine being assessed. A student who uses a locker that is the property of the school district is presumed to have no expectation of privacy in the locker or the locker's contents. A principal or designee may search a student's locker and its contents at any time. The Waverly Community Schools will not be responsible for loss or theft from any school locker. Students shall not share lockers or lock combinations with any other person. Student lockers and desks are school property and remain at all times under the control of the Waverly Community Schools, however, students are expected to assume full responsibility for the security of their lockers and desks.

6. Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

7. Technology

All technology devices and accessories located in classrooms, labs, and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor upon request. A student's refusal to permit such access may be grounds for disciplinary action.

8. Vehicles

Any vehicle brought on district premises by a student may be searched when an administrator has reasonable suspicion to justify the search.

One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege.

A student shall not negligently operate a vehicle on school property, so as to endanger the property, safety, health, or welfare of others. Such activities may result in the loss of the privilege to have a car at school.

Response to Behavior

The rules and policies of the Waverly Community Schools apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, regardless of location, date or time. Any offenses committed during open lunch may be reasons to revoke open lunch privileges.

Waverly Community Schools is committed to using Restorative Practices in circumstances where they would address the misconduct. However, there are offenses that necessitate suspension. After following due process procedures, the building administrators (or designees) shall have the authority to suspend a student from school and/or school-sponsored events for up to 10 consecutive school days. Based upon the seriousness of the offense, a recommendation may be made to the superintendent or designee for a long-term administrative suspension (up to 59 consecutive school days); and/or the Superintendent may recommend to the Board of Education that a student be suspended for more than 59 consecutive school days or expelled. Discipline taking place at the end of the school year that cannot be completely carried out by the end of that school year may be carried over to the beginning of the next school year.

Due Process

For a suspension of 10 school days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusations or charges and an opportunity to respond. The notice and opportunity to respond shall precede the student's removal from school, unless the student's presence poses a danger to persons or property or threatens to disrupt the academic process, in which case the notice and opportunity to respond shall follow the student's removal from school as soon as possible.

For a suspension of more than 10 school days or expulsion, the student (or parent/guardian) shall be given written notice of the accusations or charges and recommendation to suspend or expel, and an opportunity to appear with a representative before the superintendent or designee (for long-term administrative suspensions up to 59 consecutive school days) or the Board of Education (for school board expulsions) to answer the charges. The student (or parent/guardian) shall be provided with a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony, and a summary of the fact to which the witnesses will testify. At the request of the student subject to discipline (or parent/guardian), a hearing before the school board may be held in private (closed session), but the school board must act publicly.

Suspension

A suspension occurs when a student's rights and privileges to attend school, including extra-curricular activities, are suspended by a building administrator for up to 10 consecutive school days; or by the superintendent, the superintendent's designee, or the school board for more than 10 consecutive school days.

It is understood that suspensions will be imposed in accordance with applicable law and school board policy, where a preponderance of ascertainable and reliable information (more evidence than not) supports the decision maker's finding that a student has engaged in misconduct warranting suspension. Parents will be notified of the suspension and the student's rights and obligations during the period of suspension.

Pursuant to state law, a teacher, an administrator, or the Board of Education, as appropriate, will consider the following factors before suspending a student from a class, subject, activity, or before suspending a student from school:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior

During an out-of-school suspension, the student subject to discipline is not to be on Waverly Community Schools' property at any time, or at any school sponsored events. It shall be the responsibility and right of the student subject to suspension, to keep pace with his/her classes. By means of messenger provided by the student, each teacher having the student in class shall provide those assignments given to the class of which the suspended student was a member.

All written work shall be graded in the same manner as if the student subject to discipline had been in class, provided such written work reaches the involved teacher at substantially the same time that comparable work is received from the class as a whole; provided, however, that nothing in this section is intended to limit the District's ability to impose academic penalties for academic misconduct (e.g., cheating, plagiarizing). The school does not take the responsibility for providing make-up work in classes where attendance is identified as essential to progress. The suspended student shall be entitled to write concurrently all written examinations administered in classes in which the student is enrolled. However, the student subject to suspension shall not return to the classroom during a period of suspension for the taking of examinations. Instead, the examination shall be administered concurrently in space provided in the office of the principal or in another location that offers adequate supervision without imposing an extra burden upon the teacher involved.

Suspension days will be counted starting on the first school day (or portion of a school day) that a student is denied access to school buildings or property, or participation in any school activities. The day the student is removed from school shall be counted as a day of suspension, provided that the suspension is imposed prior to dismissal at the end of the school day. Days and times when school is not officially scheduled are not "school days" counted toward the period of suspension.

Appeal of Suspension

An appeal from a short-term administrative suspension (up to 10 consecutive school days) is limited to a review of whether the student received due process. Due process appeals are made to the superintendent or designee. The decision of the superintendent is final. There is no appeal from a long-term administrative suspension (up to 59 consecutive school days) imposed by the Superintendent/Board of Education, or from disciplinary decisions of the school board.

Expulsion

An expulsion occurs when a student's rights and privileges to attend school, including extra-curricular activities, are terminated by the Board of Education for an indefinite time in excess of 59 consecutive school days, unless otherwise specified by the school board or by state law, subject to possible reinstatement.

In the event a student who has been permanently expelled or expelled from another school district requests admission to this District, the Board shall continue the action of the previous school. If a resident student of the district is permanently expelled or expelled from a charter, private, or parochial school within the district, the board shall continue the action of the previous school. The residential student will have the right to enroll once the requirements of the previous disciplinary action have been met.

Pursuant to state law, a teacher, an administrator, or the Board of Education, as appropriate, will consider the following factors before expelling a student from school, unless the student is being expelled for possessing a firearm on school property:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior

Prohibited Activities

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety, and welfare of all students and employees of the Waverly Community Schools, involvement or participation in the following prohibited activities will result in disciplinary penalty, up to and including permanent expulsion from school. Other misconduct may also give rise to discipline, up to and including permanent expulsion from school. These standards of conduct apply to all students for all activities of the Waverly Community Schools. This list is not intended to be exhaustive, and includes, but is not limited to the following:

1. **Academic Misconduct (including Forgery, Theft, Plagiarism etc.):** A student shall not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Falsely using, in writing, the name of another person or falsifying information. The act or an instance of stealing; larceny; taking without permission.
2. **Aggressive Physical Behavior (including Physical Aggression):** Pushing, kicking, hitting, biting, spitting, scratching or other acts of unnecessary roughness.
3. **Arson:** The willful and malicious burning of property (unauthorized use of fire).
4. **Assault:**
 - Physical: Intentionally causing or attempting to cause physical harm to another through force or violence. (Self-defense or defense of others may be taken into account in determining whether this provision has been violated.)
 - Sexual: Unwanted verbal or written comments and/or touching of a sexual nature.
 - Threat: Any intentional threat or offer to do bodily injury to another by force under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act, or any statement or act, written or oral, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.
5. **Bomb Threats:** Declaring or suggesting that a bomb or other dangerous item is present in/on any school property is a violation of law and can result in suspension or expulsion.
6. **Bullying:** repeated aggressive behavior that occurs over time by one or more persons toward someone who has difficulty defending him/herself. (See Board Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students)
 - A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. 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. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

7. **Cell Phones, Electronic Communication Devices (ECD's) and other Minor Technology Violations:** A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after-school activities, and at school-related functions subject to the following:
- Students are prohibited from using cell phones or other ECD's in classrooms, unless it's with the teacher's permission during class hours or while on school vehicles.
 - **The inappropriate use of cell phones is prohibited at all times while on school property or at school activities.**
 - The use of cell phones and other ECD's in locker rooms and restrooms is **strictly prohibited**.
 - The district is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECD's, as well as other student property.

Using means making and/or receiving calls, texting, taking pictures, "sexting", and videos or using a cell phone or ECD for any other purpose. (See Board Policy 5136-Personal Communication Devices)

8. **Combustibles, Use/Possession of:** Any unauthorized handling of a fire extinguisher, the possession of fireworks or explosive devices is prohibited.
9. **Criminal Acts:** The commission or participation in any act defined as a crime by the State or Federal Law or by local ordinance.
10. **Defiance:** Repeated involvement in behavior which disrupts the educational process. Failure to follow the directions of a staff member.
11. **Disorderly Conduct:** any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students. (See Board Policy 5520-Disorderly Conduct)
12. **Disruptions:** Behavior which disrupts any school activity of the orderly and safe operation of the school. Examples include, but are not limited to: Gambling or playing games of chance for money or any other stake. Inciting others to violence or disobedience or encouraging others by words, acts, deeds, demonstrations, or protests which disrupt the normal educational process of the school. Laser pointing devices are prohibited in school and on buses (unless the laser pointer is brought to school with the expressed permission of school authorities for the purpose of supporting an educational program). Other examples include, but are not limited to: Graffiti including those of an intimidating or hostile nature with respect to race, religion, national origin or ancestry, age, sex, marital status, disability, height, or weight. Loitering-to stand idly about, wander aimlessly, to proceed slowly with many stops, and/or failure to follow the direction of a staff person to move on. Students in school or at school-sponsored events should be there with a purpose and must follow the directives of school personnel.
13. **Dress Code:** It is expected that all students will not wear any clothing that:
- A. Present a hazard to the health or safety of the student himself/herself or to others in the school;
 - B. Interfere with school work, create disorder, or disrupt the educational program;
 - C. Cause excessive wear or damage to school property;
 - D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement. (See Board Policy 5511-Dress and Grooming)
14. **Drugs, Narcotics, and Alcohol:** For purposes of this policy, "drugs" shall mean:
- A. all dangerous controlled substances as so designated and prohibited by Michigan statute;
 - B. all chemicals which release toxic vapors;

- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. performance enhancing drugs as determined annually by the Department of Community Health;
- G. any other illegal substance so designated and prohibited by law.

Violations include evidence of use, being under the influence, possession or delivery of alcohol, narcotics, stimulants, hallucinogens, depressants, marijuana, drug paraphernalia, or look-a likes.

- 15. **False Fire Alarms:** Causing or creating a false alarm is a criminal offense.
- 16. **Fighting:** A physical or verbal confrontation between students.
- 17. **Harassment:** The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action. (See Board Policy 5517-Anti-Harassment)

Harassment: any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student or school employee that:

- A. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment: unwelcome sexual advances, requests for favors, and other verbal or physical conduct or a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Race/Color Harassment: unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment: unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment: unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment: unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

18. **Hazing:** performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. (Hazing is a crime under Michigan Law. See Board Policy 5516-Student Hazing.) Hazing involves conduct such as but not limited to:
- A. illegal activity, such as drinking or drugs;
 - B. physical punishment or infliction of pain;
 - C. intentional humiliation or embarrassment;
 - D. dangerous activity;
 - E. activity likely to cause mental or psychological stress;
 - F. forced detention or kidnapping;
 - G. undressing or otherwise exposing initiates.
19. **Indecency and Sexual Activity (including Inappropriate Display of Affection):** Abusive, profane, or vulgar language, gestures, dress, (See Building Dress Code Policy) improper displays of affection including "sexting".
20. **Littering:** Failure to properly dispose of trash and materials in the designated trash containers located inside or outside of the building.
21. **Medications in School:** Medications (prescription and non-prescription) are not to be brought to school unless it is essential to the health of the student. All medications needed in school must be reported to the office.

22. **Profane Language and Behavior (including Inappropriate Language):** Any behavior or language which, is considered to be obscene, vulgar and/or profane.
23. **Technology, Misuse of:** Using technology devices and accessories in a manner contrary to staff direction or in violation of established agreements regarding Internet or network use.
24. **Throwing Objects:** This would include the throwing of snowballs, or any other objects in or on school grounds, or while traveling on a school bus.
25. **Tobacco Products, Use of:** The Board prohibits the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event. (See Board Policy 5512-Use of Tobacco by Students) For purposes of this policy,
- A. “tobacco product” means a preparation of tobacco to be inhaled, chewed, or placed in a person’s mouth
 - B. “use of a tobacco product” means any of the following:
 - 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
 - 2. the inhaling or chewing of a tobacco product
 - 3. the placing of a tobacco product within a person’s mouth
 - 4. and/or the smoking of electronic, “vapor”, or other substitute forms of cigarettes or other lighted smoking devices for burning tobacco or any other substance.
26. **Trespassing (including Inappropriate Location):** Use of school facilities or school property without proper authorization and remaining on school property after being asked to leave by staff. Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines.
27. **Vandalism:** Willful destruction and defacing of district property. The student and parent will be held financially responsible for damages including, but not limited to, the cost for district staff or others to repair, replace, and/or clean-up the damaged property. (See Board Policy 5513-Care of District Property)
28. **Weapons:** any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring air and gas-powered guns (whether loaded or unloaded), that will expel a BB, pellet, or paint balls, knives (with a blade of three (3) inches or more), razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. (See Board Policy 5772-Weapons.)

Discipline Guidelines for Waverly Community Schools K-12

The nature of discipline implies the acceptance of rights and responsibilities by everyone involved in the process: student, parent, teacher, administrator and all other school personnel. While the Building Administrator bears the primary responsibility for maintaining proper control and discipline within the school building and grounds, each teacher bears the primary responsibility for maintaining proper control and discipline within the classroom. Teachers also share responsibility for the maintenance of proper control and discipline in other areas of the school building and grounds. Disciplinary actions and methods shall be reasonable, just, prompt and in accordance with the policies and procedures of the Waverly Community Schools Student Code of Conduct. Waverly Community Schools recognizes that parents are an integral part of their child’s education, which includes behavior at school. Therefore, in order to keep parents informed, teachers and other staff will contact parents to ensure parents’ knowledge of behavioral issues.

Level 1: Teacher/Staff Directed Interventions

Teachers/teams/staff members are expected to initiate any of the following actions:

1. Contact parent phone call/email sharing positives and areas of growth
2. Create a Behavior Contract/Plan with student/parent
3. Create classroom rules/expectations and consequences as a community based on school-wide expectations and implement with fidelity

4. Detention with teacher
5. Focus on and reward appropriate behavior
6. Identify and reward appropriate behavior of all students
7. Provide positive feedback to students on appropriate behavior
8. Refer to school social worker, counselor, case manager, or other staff
9. Refer to the PBIS Team
10. Restricted activity
11. School/community service
12. Time-out/Buddy Room
13. Use Restorative Practices

Level 2: Administrator Directed Interventions

Administrator may initiate one or more of the following:

1. Consultation with the District Discipline Supervisor
2. Lunch Detention
3. Referral for a substance abuse or mental health assessment
4. Referral to PBIS team for Tier 2/3 Intervention
5. Referral to Restorative Justice Practitioner
6. Referral to Student Support Specialist for behavior support and management
7. Restricted Activity/Privileges (such as extracurricular activities, dances, celebrations)
8. Re-teaching/Practicing Expectations
9. Saturday/evening school
10. Use Restorative Practices

Level 3: In-School Alternatives

1. Behavior plan with school-related community service
2. Behavior plan with student/parent
3. Change of class assignment
4. In-School Suspension
5. Placement in an in-school alternative program in combination with Levels 1 and 2 consequences
6. Placement in in-school alternative program
7. Referral for restorative justice processes with completed contract with affiliated parties
8. Referral to behavior intervention personnel
9. Referral to PBIS team for Tier 2/3 Intervention
10. Restitution
11. Waverly In-School Probation Program

Level 4: Out-Of-School Suspension (up to and including 10 days)

Pursuant to state law, a teacher, an administrator, or the Board of Education, as appropriate, will consider the following 7 factors before suspending a student from a class, subject, activity, or before suspending a student from school:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior

Level 5: Referral to District Discipline Supervisor for Alternative Consequences

1. District Discipline Supervisor consultation/intervention
2. Referral to alternative programs
3. Suspension up to and including 59 days

Level 6: Expulsion Meeting/Expulsion

Expulsion for an indefinite time in excess of 59 consecutive school days, subject to possible reinstatement.

Pursuant to state law, a teacher, an administrator, or the Board of Education, as appropriate, will consider the following factors before expelling a student from school, unless the student is being expelled for possessing a firearm on school property:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior

Range of Disciplinary Consequences K-6

	Minor Offense Levels	Moderate/Repeated Offense Levels	Severe/Major Offense Levels
Academic Misconduct	1-2	1-4	-
Aggressive Physical Behavior	1-2	2-4	5-6
Arson	-	-	5-6
Assault of Staff (Physical)	-	-	2-6
Assault of Student (Physical)	-	-	2-6
Bomb Threat/Threat Against School	-	-	4-6
Bullying	1-2	2-4	5-6
Criminal Acts	-	-	4-6
Defiance	1-2	1-3	-
Disorderly Conduct	1-2	2-4	5
Disruption	1-2	2-4	-
Electronic Communication Devices	1-2	2-4	5
False Fire Alarms	-	2-4	5-6
Fighting	1-4	2-4	4-6
Forgery	1-2	1-4	-
Harassment	1-3	2-4	5-6
Indecency	1-3	1-4	-
Insubordination	1-2	1-4	-
Intimidation/Stalking/Threats to Students	1-3	2-4	5-6
Persistent Misbehavior	1-3	1-4	5
Possession/Use of Alcohol	-	2-4	5
Possession/Use of Other Drugs	-	2-4	5
Possession/Use of Tobacco	-	2-4	-
Possession/Use of a Look-Alike Firearm	-	2-4	5-6
Possession/Use of Airsoft Gun	-	2-4	5-6
Possession/Use of Combustibles	-	2-4	5-6
Profane/Inappropriate Language or Behavior	1-2	1-4	-
Sale/Distribution of Drugs or Alcohol	-	-	5-6
Sexual Assault	-	-	5-6
Sexual Harassment	-	2-4	5-6
Technology Misuse	1-2	2-4	5
Theft	1-3	2-4	5
Trespassing and Inappropriate Location	1-3	2-4	-
Vandalism	1-3	2-4	5
Weapons-Sale, Possession or Use	-	2-4	5-6

Level 1: Teacher/Staff Directed Interventions

Level 2: Administrator Directed Interventions

Level 3: In-School Alternatives

Level 4: Out-of-School Suspension (Up to and including 10 Days)

Level 5: Referral to District Discipline Supervisor for Alternative Consequences/Programs

Level 6: Expulsion Meeting/Expulsion

Range of Disciplinary Consequences 7-12

	Minor Offense Levels	Moderate/Repeated Offense Levels	Severe/Major Offense Levels
Academic Misconduct	1-3	1-4	-
Aggressive Physical Behavior	1-2	1-4	5-6
Arson	-	-	5-6
Assault of Staff (Physical)	-	-	4-6
Assault of Student (Physical)	-	-	4-6
Bomb Threat/Threat Against School	-	-	5-6
Bullying	1-2	2-4	5-6
Criminal Acts	-	-	4-6
Defiance	1	1-3	-
Disorderly Conduct	1-2	1-4	5
Disruption	1	1-4	-
Dress Code	1-2	1-3	-
Electronic Communication Devices	1-3	1-4	-
False Fire Alarms	-	4	5-6
Fighting	2-4	2-4	4-6
Forgery	1-3	1-4	-
Harassment	1-3	2-4	5-6
Hazing	-	3-4	5-6
Indecency	-	2-4	5-6
Insubordination	1-3	1-4	-
Intimidation/Stalking/Threats to Students	-	2-4	5-6
Littering	1-2	1-3	-
Persistent Misbehavior	1-2	1-4	5
Possession/Use of Alcohol	-	3-4	5
Possession/Use of Other Drugs	-	-	3-6
Possession/Use of Tobacco	-	3-4	-
Possession/Use of a Look-Alike Firearm	-	4	5-6
Possession/Use of Airsoft Gun	-	4	5-6
Possession/Use of Combustibles	-	2-4	5-6
Profane/Inappropriate Language or Behavior	1-2	2-4	5-6
Sale/Distribution of Drugs or Alcohol	-	-	3-6
Sexual Assault	-	-	5-6
Sexting	-	2-4	5-6
Sexual Harassment	-	2-4	5-6
Technology Misuse	1-3	1-4	5-6
Theft	2	2-4	-
Trespassing and Inappropriate Location	1-2	2-4	-
Vandalism	1-2	2-4	5-6
Weapons-Sale, Possession or Use	-	-	5-6

Level 1: Teacher/Staff Directed Interventions

Level 2: Administrator Directed Interventions

Level 3: In-School Alternatives

Level 4: Out-of-School Suspension (Up to and including 10 Days)

Level 5: Referral to District Discipline Supervisor for Alternative Consequences/Programs

Level 6: Expulsion Meeting/Expulsion

Part II – Attendance

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. Accordingly, class attendance is a relevant objective criterion by which a student's course grade may be determined. The purpose of the attendance policy is to help students develop regular and punctual attendance and to maintain academic standards for earning credits.

Compulsory School Law

Michigan School Code section 380.1561 states in part “. . . every parent, guardian, or other person in this State having control and charge of a child from the age of 6 to the child's eighteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.” Violation of the truancy statute requires school personnel to issue complaints against the student's parent or legal guardian.

District-Wide Regulations

The following regulations shall govern the manner in which attendance, tardiness, and truancy shall be addressed. These attendance regulations have been established for the entire district:

- The student's parent/legal guardian shall contact the school office before the school's start time on the day of the absence to verify the reason for the student's absence.
- Eighteen-year-old students may verify their own absence.
- If an appropriate verification is not received within these timelines, the absence shall be considered unexcused unless appropriate justification is provided to the designated building administrator within 48 hours from date of the absence.

Absences for reasons not expressly identified as excused are considered unexcused. **Students may not be able to earn credit for assignments or tests that are missed because of an unexcused absence.** The following absences shall be considered excused:

1. Illness or hospitalization verified by the student's parent/legal guardian. In instances of frequent or prolonged absence, the designated building administrator may request the parent/legal guardian to provide a written corroborative statement from a physician confirming the student's illness or hospitalization.
2. Serious illness or an emergency in the family as verified by the student's parent/legal guardian.
3. Death in the family or attendance at a funeral as verified by the student's parent/legal guardian.
4. Professional appointments that cannot be made after school (e.g., dentist, doctor, court appointments), verified by the student's parent/legal guardian.
5. Pre-arranged absences (including religious instruction/obligations and college visitations) provided that the student's parent/legal guardian contacts the designated building administrator for prior approval. The student must make arrangements to obtain and complete necessary assignments and materials.
6. School-sponsored activities.
7. School-imposed suspensions.

The following attendance regulations are provided to recognize the differences in grade-level development and individual responsibility:

Elementary (K-4)

Parents are responsible for picking up their students after school at the dismissal time.

Absences/Tardies

For unexcused and/or excessive absences, the following may take place:

1. Letter to parent/legal guardian listing tardies/absences and encouraging good attendance.
2. Letter to parent/legal guardian informing them that the problem must be resolved.
3. May be suspended, referred to truant officer, probate court, or other actions as deemed appropriate.

Intermediate School (5-6)

Absences/Tardies

For unexcused and/or excessive absences or tardies the following may take place:

1. Letter to parents/legal guardian listing tardies/absences encouraging good attendance.
2. Letter to parents/legal guardian requiring a conference with the parent(s), child, and administration.
3. Referral to truancy officer, probate court, Truancy Intervention Program (TIP) or other actions as deemed appropriate.

In-School Tardies

Any student who arrives late to class, but is in the building before the start of school or is returning from lunch recess, will be sent to the Student Services Office to sign in and get a tardy pass. This tardy will be coded in their attendance as an In-School Tardy. After a student accumulates four (4) or more In-School Tardies, they will be given a lunch detention for each one. This process does **NOT** start over with each semester.

Middle School (Grades 7-8)

Absences

Except for unusual circumstances, students shall have no more than 10 absences per class, per semester. A conference involving the student, parent/legal guardian, and administrator shall be convened if a student's absences exceed this limitation. Unexcused absences shall be addressed through the truancy provisions noted below.

Tardies

1. **One and two tardies:** The teacher shall follow established classroom guidelines. The teacher shall notify the student's parents/legal guardian once the student has accumulated two tardies in the marking period and inform the parent/legal guardian of any teacher-initiated intervention and/or disciplinary action taken.
2. **Three and four tardies:** The teacher shall assign the student lunch detention. The teacher shall notify the parent/legal guardian and inform them of the disciplinary action taken.
3. **Five and six tardies:** The teacher shall assign after-school detention. The teacher shall notify the parent/legal guardian and inform them of the disciplinary action taken, and notify the office of the level of tardiness the student has attained. The office shall notify the parent/legal guardian of the imminent possibility of the student's referral to the county truancy intervention program.
4. **Seven and eight tardies:** The student shall be referred to the office with a Report of Misconduct, which shall be sent to the student's parent/legal guardian, to include: the dates the student was tardy, interventions implemented to help the student correct the problem, and documentation of prior parent/guardian contacts.

High School (Grades 9 - 12)

Absences

The responsibility for school attendance lies directly with the student and the parent/legal guardian. Parents/legal guardian must call the Attendance Office within 48 hours of the date of the absence **or the absence will be considered unexcused**. A student is marked severely tardy from a class if he/she arrives to class more than 10 minutes after the class bell has sounded.

- A student may not be eligible to earn credit for make-up work or missed classes when the student is caught being truant.
- The Michigan Merit Curriculum requires students entering 9th grade in 2007, to obtain a minimum of 16 credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work, humanities course sequences, career and technology courses, industrial technology or vocational education courses, or through a combination of these programs. In addition, the Class of 2016 will need to complete two credits of a language other than English grades 9-12, or an equivalent learning experience in grades K-12 prior to graduation.

Each semester a student is allowed a maximum of 12 total absences in each class (both excused and unexcused).

Absences arranged with the building administration for school-related activities, religious observances, suspensions, college visitations, or documented medical absences will not count toward the 12 absence total. Documentation for medical absences must be provided within 2 weeks of the date of absence. Parents/legal guardian with extenuating circumstances should contact an administrator or the attendance office. Cases will be reviewed on an individual basis. Parents/legal guardian will receive a letter from the Attendance Office once their child has reached their 5th, 9th, and 12th absence per class to inform them of the consequences.

Illness during the School Day

The student shall report an illness that occurs during the school day to the Attendance Office. Efforts shall be made at that time to contact the student's parent/legal guardian to report the illness. If a student becomes ill or must leave school for an appointment during school hours, he/she must first sign out at the Attendance Office. If the student returns during the school day, he/she should again report to the Attendance Office immediately upon return to school.

Tardy Procedures

Being on time is very important. It is the student's responsibility to arrive to class on time. Students late to class delay and/or disrupt the learning process, show disrespect for fellow students and teachers, and generally demonstrate a disregard for the commitments they have made. Students will demonstrate responsibility and good character. This means getting to class on time and prepared to learn (having all materials needed for class). Students may need to carry books to class, as it may not be possible for students to go to their locker after every class. If there is a medical reason a student cannot carry books to class, they are to inform a building administrator or counselor. **Tardies accumulate per quarter, per class.**

A tardy is based on the following:

- A student is deemed tardy to class if he/she is not in the classroom by the time the class bell has rung.
- A student is marked severely tardy from class if he/she arrives to class more than 10 minutes after the class bell has sounded to start class. Students should still report to their scheduled classes. They are not to be in the hallways, parking lots, or bathrooms and are not to leave school grounds.
- A student arriving to class after the bell, who has a written note from a staff member or an administrator excusing the tardy, shall not be deemed tardy or absent from that class.

Note: If a student arrives at school after the school day has begun, he/she should report to the Office immediately upon arriving at school.

Truancy from Class

Truancy from class is defined as a student being in the building, but absent from an assigned class without prior permission from the student's parent/legal guardian or by authorized school personnel.

Truancy from Building

Truancy from the building is defined as a student leaving the school building without prior permission from the student's parent/legal guardian or by authorized school personnel.

Attendance at Extra-Curricular Activities

It is expected that participants in extra-curricular activities be in school for the entire school day. The building administration may grant waivers to this attendance requirement for good cause. Students who are suspended cannot attend or participate in any after-school activities. Students who are not in good standing (i.e. acceptable attendance, no suspensions, no expulsions, progressing academically) may be denied the privilege of participation in school activities.

Part III – Bus Conduct

Transportation service for students is a privilege, not a right. Students will be allowed to ride Waverly Community Schools' buses as long as they remain a student in good standing for that purpose. A student in good standing is one who follows the rules. Students are responsible for maintaining good behavior while riding the school bus. Parents should remind their children to follow all the rules listed below and to be a person of responsible character while riding to and from school, on field trips, or any other school-sponsored trip. The school bus is considered school property, therefore, all rules that apply to school buildings also apply to school buses.

1. Students are to be at their designated stop in the morning at least five minutes before the bus is to arrive.
2. Students are expected to get on and off at their designated stop.
3. Students may not use their cell phones or other Electronic Communication Devices (ECD's) for anything except listening to music or playing video games. Students must wear headphones, or the device must be on silent. Students may not call, take pictures or videos, or be on any social media while on the bus. Phones are to be kept below the seat back.
4. No excessive noise or rowdy behavior is permissible on the bus. Only normal conversation is allowed except when at railroad crossings, red lights, and stop signs. At these times there shall be no talking.
5. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.

6. Head, hands, and feet shall be kept inside the bus at all times.
7. Throwing any article inside the bus or at the bus is strictly prohibited.
8. Students must wait for the bus in an orderly manner and a safe distance off the roadway. The bus shall come to a complete stop before students move toward the bus. Students must not rush or walk between buses when loading or unloading.
9. Lighters, matches, or other igniting devices, as well as smoking on the bus are strictly prohibited.
10. Eating or drinking on the bus will not be allowed.
11. Students shall not use profane or foul language at any time.
12. Students shall not deface or damage the bus (i.e., writing or painting inside or outside the bus). Anyone guilty of such acts will pay the cost of repairs.
13. Students will not open the emergency door except for emergencies when instructed by the bus driver to do so.
14. Students who must cross the road after being discharged from the school bus can cross only when instructed by the driver.
15. Students are strictly prohibited from acting or talking disrespectfully in any way to the bus driver.
16. Misconduct on buses near the end of the school year that cannot be dealt with during the remainder of the school year will carry over to the beginning of the next school year.

For the safety and protection of riders and drivers, buses may be equipped with video cameras and audio capabilities. These tapes may be used for identifying behavioral problems. These tapes are held for one school day only and then are taped over. Videotapes will be reviewed only by district staff.

Grades K-12

First Offense: The bus driver talks to the student about his/her misconduct and contacts their parent/legal guardian by phone to issue a verbal warning. The incident is documented by the Transportation Director.

Second Offense: The bus driver talks to the student about his/her misconduct and contacts their parent/legal guardian by phone to issue a one-day suspension. The incident is documented by the Transportation Director.

Third Offense: The bus driver talks to the student about his/her misconduct and contacts their parent/legal guardian by phone to issue a two-day suspension. The incident is documented by the Transportation Director.

Repeated Offenses: The parent/legal guardian is notified that bus privileges are suspended for a period of time determined by the Transportation Director.

Fighting is an automatic five-day suspension.

In situations where the student has not had a violation for two months, the bus driver and/or principal may consider action under previous offense levels.

SUSPENSION NOTE: In the event of a suspension, the school bus driver will be responsible to deliver the offending student to his/her destination and inform the student that bus riding privileges have been suspended. Upon returning to the service building after the afternoon run, the driver shall notify the Director of Transportation of the offense. If the student is suspended from the bus, the suspension will also include non-participation in extracurricular athletic and field trips.

Part IV– Student Network and Internet Acceptable Use and Safety

Student use of the district's computers/network and Internet connection is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, parents/legal guardian and students must sign the Student Network and Internet Acceptable Use and Safety Agreement (Page 19).

Efficient operation of the Board's network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the network by using their assigned network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Student are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the network to engage in "hacking" or other unlawful activities.
- E. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature (i.e. "sexting") in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
- F. Use of the Network to engage in cyber bullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.[Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- 2. ending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings or students;
- 4. posting misleading or fake photographs of students on websites.
- G. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- H. Any use of the network for commercial purposes, advertising, or political lobbying is prohibited. \
- I. **Students are expected to delete all files they are no longer using from network folders on a regular basis.**
- J. Internet Etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Check email frequently and delete email promptly from the personal mail directory to avoid excessive use of the electronic mail disk space.
 - 6. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains sexually explicit content (e.g. pornography). Students should not delete messages unless instructed to do so by authorized personnel
- K. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's network (e.g., viruses) are also prohibited.
- L. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may

not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes, but is not limited to, uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).

- M. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- N. Downloading of information onto the Board's hard drives must be approved by a teacher. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. No software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the network fully operational.
- O. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- Q. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- R. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
- S. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- T. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of the school principal or Superintendent immediately.

Bloodborne Pathogens

We recently have been notified by the Federal Government that the District is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B Virus (HB) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading.

P.L. 110-385, Title II, Protecting Children in the 21st Century Act, 18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C., 6777, 9134 (2003), 20 U.S. C., 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003), 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)



Our Mission

Waverly Community School's mission is to educate and prepare students to achieve their academic best, develop character, become lifelong learners, and contribute as citizens of our global society by committing ourselves to excellence in education characterized by:

- ❖ A safe, caring and equitable learning environment
- ❖ Rigorous curriculum
- ❖ Quality instruction
- ❖ Respect for diversity

In partnership with families and our entire community.



Waverly Community Schools

