



WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
Walled Lake, Michigan

AGENDA
Special Meeting of the Board of Education
July 8, 2025

Notice:

The Walled Lake Schools' Board of Education will hold a Special Meeting on Tuesday, July 8, 2025, beginning at 5:30 p.m. in the Marc A. Siegler Boardroom at the Educational Services Center. The purpose of this meeting is to interview candidates for Board vacancies and other business items.

Persons with disabilities who need accommodations to participate effectively in the meeting should contact the Superintendent's office at 248-956-2011 to request mobility, visual, hearing, or other assistance.

*Notice posted on July 1, 2025.
Agenda posted on July 7, 2025, at 3:35pm.*

Place: Educational Services Center
850 Ladd Road
Walled Lake, MI 48390

5:30 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CONSENT AGENDA**
 - a. **Personnel Recommendations**
 - 1) Resignations 3
 - 2) Retirements 4
 - 3) Layoffs 5
 - b. **Purchases (Under \$50,000)**
 - 1) My Ride, Tyler Technologies, Bus Tracker and Software Upgrade, \$44,422.00 - Safety / General Fund 6
 - 2) Hudl, WL Central, Western, and Northern High Schools athletic live stream video system, 1-year Annual Subscription Renewal, \$33,900.00 – General Fund 11
4. **ADMINISTRATIVE APPOINTMENT - PLEASANT LAKE ELEMENTARY**
5. **BOARD POLICY ADOPTION** **12**
The updated Board Policies were provided for the Board's review at the Regular Board meeting on June 5, 2025, after which two corrective revisions were made. The updated policies are in alignment with the current law, and the Administration recommends the adoption of these updated Board policies.
6. **BOARD POLICY ADMINISTRATIVE REGULATIONS UPDATE** **22**
The following Board Policy Administrative Regulation form and the Student Code of Conduct have been updated. Administration has reviewed the updates and the Student Code of Conduct is in alignment with the current law. These updates are being provided as an informational item prior to the Board Policy website update and notification.
 - 4000-AR Central Office and Building Administrators
 - Student Code of Conduct
7. **BOARD CANDIDATE INTERVIEW PROCESS**
8. **BOARD CANDIDATE INTERVIEWS**
5:45pm Susan Abrams
6:10pm Ronald Lippitt
6:35pm Rose Merithew-McFarland

7:00pm Andrea Zellner

7:25pm Nikki O'Donnell

9. **BOARD CANDIDATE VACANCY PROCESS**

10. **BOARD CANDIDATE DISCUSSION**

11. **BOARD MEMBER APPOINTMENT**

12. **PUBLIC COMMENTARY**

13. **ADJOURNMENT**

Notice of Nondiscrimination

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Walled Lake Consolidated School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, political belief, military service or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information contact the District Compliance Officer, at 248-956-2023.

**Consent Agenda – July 8, 2025
Personnel Recommendations**

Resignations

Claire Hinckley

1.0 Grade 4

Glengary Elementary School

Effective 6/18/2025

Melissa Krass

1.0 Resource Room

Loon Lake Elementary School

Effective 7/2/2025

Rochelle Sansom

1.0 Resource Room

Keith Elementary School

Effective 6/30/2025

Emily Schettenhelm

1.0 Kindergarten

Meadowbrook Elementary School

Effective 6/17/2025

Consent Agenda – July 8, 2025
Personnel Recommendations

Retirements

Linda Hein

1.0 Math
Northern High School
Effective 6/30/2025

Deb Jess

1.0 Social Studies
Walnut Creek Middle School
Effective 6/30/2025

**Consent Agenda – July 8, 2025
Personnel Recommendations**

Layoffs

Steven LaCross
1.0 Physical Education
Keith Elementary School
Effective 6/19/2025



Quoted By:
 Quote Expiration:
 Quote Name:

Liz Waldron
 7/9/25
 ST Migration Estimate

Sales Quotation For:
 Walled Lake Consolidated Schools
 46740 W Pontiac Trl
 Walled Lake MI 48390-4048

Software as a Service (SaaS)

Description	QTY	List Price	First Year Cost
Student Transportation			
Student Transportation			
Student Transportation Vehicles up to 120	1	\$ 14,197	\$ 14,197
Advanced Routing: Vehicles up to 120	1	\$ 0	\$ 0
Advanced Fleet Maintenance: Vehicles up to 120	1	\$ 2,112	\$ 2,112
My Ride K-12: Vehicles up to 120	1	\$ 4,552	\$ 4,552
Electronic Rollout Sheet: Vehicles up to 120	1	\$ 4,690	\$ 4,690
Reportwriter	1	\$ 0	\$ 0
TOTAL			\$ 25,551

Term # of Years 1

Fixed Fee Services

Description	Units	Price	Maintenance
2025-536096-X4Q9D2			

Student Transportation			
Student Transportation			
Fleetvision to Advanced Fleet Data Conversion	10	\$ 2,050	\$ 0
Versatrans to Student Transportation Map Only Conversion	10	\$ 2,050	\$ 0
Base Training	1	\$ 1,856	\$ 0
Custom Report Level 1	1	\$ 1,435	\$ 0
TOTAL		\$ 7,391	\$ 0

Hourly Services

Description	Hours	Total
Student Transportation		
Student Transportation		
Additional Student Transportation Training	26	\$ 5,330
-Advanced Routing Training (5)		
-Advanced Fleet Maintenance Training (5)		
-My Ride K-12 Training (5)		
-Electronic Rollout Sheet Training (5)		
Go Live Assistance Implementation	17	\$ 3,485
-Core Go Live Assistance		
-Advanced Routing Go Live Assistance		
-Advanced Fleet Maintenance Go Live Assistance		
-My Ride K-12 Go Live Assistance		
-Electronic Rollout Sheet Go Live Assistance		
Project Management - Hourly	13	\$ 2,665
<i>Total</i>	56	\$ 11,480
TOTAL	56	\$ 11,480

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 0	\$ 0
Total SaaS	\$ 0	\$ 25,551
Total Tyler Annual Services	\$ 0	\$ 0
Total Tyler Services	\$ 18,871	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
Summary Total	\$ 18,871	\$ 25,551
Contract Total	\$ 44,422	

Currency displayed as US Dollar

∞

Comment

Travel expenses for trainer and/or project manager to visit the user's site are not included and will be billed at actual costs. Online Training Classes are limited to 5 persons and are delivered in 2 hour increments. Onsite Training Classes are limited to 5 persons and are delivered in 8 hour increments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available to you (the "Software Access Date").
- Fees for hardware are invoiced upon shipment.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.

- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the availability of the SaaS environment (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.

Unless otherwise indicated above, fees for annual services are first invoiced upon commencement of the service, with subsequent annual fees, at our then-current rates, invoiced upon each anniversary thereof.

- Fees for services included in this sales quotation shall be invoiced as indicated below.
- Implementation and other professional services fees shall be invoiced as delivered.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment. For the avoidance of doubt, this paragraph does not apply to migrations for Tyler Student Transportation solutions.
- Client will receive a credit of maintenance and support fees paid for any Versatrans software that is being migrated to a comparable SaaS application, for the period beginning on the commencement of the applicable SaaS term through the end of the paid maintenance and support term for the Versatrans software.
- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Expenses associated with onsite services are invoiced as incurred, subject to any travel max indicated in the investment summary.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here:

<https://www.tylertech.com/terms/tyler-saas-services>

Your use of a certain software, products, or services in connection with a Tyler student transportation transaction may be subject to additional terms found here:

<https://www.tylertech.com/terms/transportation-solution-terms>.

Transportation Solution Fees. Notwithstanding language to the contrary above, fees for Tyler student transportation solution items are invoiced in accordance with the following:

- Implementation and Other Professional Services (including training): Implementation and training fees for transportation solutions are invoiced as follows: (a) Implementation fee is billed and invoiced when the map is available to you in Tyler's data center and (b) Base Training is billed and invoiced upon completion of the Base Training.
- Other Professional Services: Other professional services, such as route building, project management, consulting, additional product training, hardware installation, additional maps and self-installation training, are invoiced as delivered. For the avoidance of doubt, project management priced on a monthly basis is invoiced on a monthly basis, in arrears.
- Third Party Software Maintenance: First year maintenance fees for the Third Party Software, if any, are invoiced when we make that Third Party Software available to you ("Software Access Date") and cover the one (1) year period commencing on the first day of the month following the Software Access Date.
- Third Party Hardware, Installation Services, Self-Installation Training Services and Shipping and Handling: Third Party Hardware, installation services, and shipping and handling costs, if any, are invoiced upon completion of installation, in the event we are performing the installation. Third Party Hardware, self-installation training services and shipping and handling costs, if any, are invoiced upon delivery, in the event you are performing the installation. If Tyler has quoted the installation, it is assumed that the installation will commence at one location unless additional installation locations are included. It is the clients responsibility to consolidate the vehicles for installation to the amount of quoted installation locations.
- Third Party Hardware Maintenance: The first year maintenance fees for the Third Party Hardware are invoiced when installation/shipment takes place commencing as follows: (a) if installation/shipment occurs between the first day and fourteenth day of the month, maintenance shall commence on the first day of that month; or (b) if installation/shipment occurs between the fifteenth day and the last day of the month, maintenance shall commence on the first day of the following month. Subsequent maintenance fees for the Third Party Hardware are invoiced annually in advance of each anniversary thereof.

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Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

Walled Lake Central High School

Essential Athletic Department Package - Starting at \$8,500		
Varsity Football	Gold - 200 hours Hudl Sideline Premium Express Assist - Game + Scout Playtools	\$700.00
Varsity Boys Basketball	Silver - 100 hours Express Assist - Game Only	\$400.00
Varsity Girls Basketball	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Volleyball	Silver - 100 hours Standard Assist - Game Only	
Varsity Boys Soccer	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Soccer	Silver - 100 hours Standard Assist - Game Only	
Varsity Boys Lacrosse	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Lacrosse	Silver - 100 hours Standard Assist - Game Only	
Varsity Baseball	Silver - 100 hours Standard Assist - Game Only	
Varsity Softball	Silver - 100 hours Standard Assist - Game Only	
Hardware and Add-On's		
Focus Cameras (2)	1 Indoor Focus Camera 1 Outdoor Focus Camera	\$1,500.00
	Outdoor Point Camera	
Focus Exchange Network Hudl Standard Streaming Hudl Digital Ticketing		
		\$12,300.00

Walled Lake Northern High School

Essential Athletic Department Package - Starting at \$8,500		
Varsity Football	Gold - 200 hours Hudl Sideline Premium Express Assist - Game + Scout Playtools	\$700.00
Varsity Boys Basketball	Silver - 100 hours Express Assist - Game Only	\$400.00
Varsity Girls Basketball	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Volleyball	Silver - 100 hours Standard Assist - Game Only	
Varsity Boys Soccer	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Soccer	Silver - 100 hours Standard Assist - Game Only	
Varsity Boys Lacrosse	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Lacrosse	Silver - 100 hours Standard Assist - Game Only	
Varsity Boys Ice Hockey	Silver - 100 hours Standard Assist - Game Only	
Varsity Baseball	Silver - 100 hours Standard Assist - Game Only	
Varsity Softball	Silver - 100 hours Standard Assist - Game Only	
Hardware and Add-On's		
Focus Cameras (2)	1 Indoor Focus Camera 1 Outdoor Focus Camera	
Focus Exchange Network Hudl Standard Streaming Hudl Digital Ticketing		
		\$10,800.00

Walled Lake Western High School

Essential Athletic Department Package - Starting at \$8,500		
Varsity Football	Gold - 200 hours Hudl Sideline Premium Express Assist - Game + Scout Playtools	\$700.00
Varsity Boys Basketball	Silver - 100 hours Express Assist - Game Only	\$400.00
Varsity Girls Basketball	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Volleyball	Silver - 100 hours Standard Assist - Game Only	
Varsity Boys Soccer	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Soccer	Silver - 100 hours Standard Assist - Game Only	
Varsity Boys Lacrosse	Silver - 100 hours Standard Assist - Game Only	
Varsity Girls Lacrosse	Silver - 100 hours Standard Assist - Game Only	
Varsity Baseball	Silver - 100 hours Standard Assist - Game Only	
Varsity Softball	Silver - 100 hours Standard Assist - Game Only	
Hardware and Add-On's		
Focus Cameras (2)	1 Indoor Focus Camera 1 Outdoor Focus Camera	
Focus Exchange Network Hudl Standard Streaming Hudl Digital Ticketing		
		\$10,800.00

Walled Lake Consolidated School District District Board Policy Adoption

June 5, 2025, Regular Board Meeting Review

August 21, 2025, (or sooner if possible) Regular Board Meeting Proposed Adoption

1001 Organization and Functioning of the Board

Composition The Board of Education is comprised of seven members, elected or appointed in accordance with the [RSC](#) and the [Michigan Election Law](#).

Term of Office The term of office of each member is six years.

Oath of Office Newly elected, reelected, and appointed members of the Board will take the required oath of office before being seated.

Vacancies In the event of a vacancy on the Board, the Board may appoint an eligible person to fill the position consistent with [Michigan law](#).

Resignations are to be communicated immediately with all Board members and are effective immediately without acceptance or approval by the Board.

When a vacancy on the Board occurs, the Board, in filling the vacancy, shall use the following procedures:

1. The Board President, through public announcements, shall make known the vacancy has occurred and those persons interested in being considered for appointment should notify the Secretary of the Board by the deadline established by the Board.
2. The full Board, or a committee appointed by the Board, shall review and screen applications to determine which candidates should be further considered for appointment. The full Board will do candidate screening in public session unless the candidate requests confidentiality, as provided in state law.
3. Those candidates screened for further consideration shall be interviewed by the Board in a public session, and
4. The Board, by roll call vote of a majority of those elected, appointed, and serving, shall determine which candidate shall be appointed to fill the vacancy

Duties and Responsibilities of Board Members Board members are elected to serve the interests of the School District and the entire school community. These interests may not be subordinated to any partisan principle, group, or interest. Board members are expected to be and remain informed about issues that may come before the Board for decision. Regular attendance at Board meetings is necessary to fulfill the obligations of a Board member.

Role of Individual Board Members The Board acts as a whole, and only at properly convened Board meetings. An individual Board member lacks independent authority and may not act for or on behalf of the Board unless he/she has been specifically delegated authority by the Board to act in a particular instance.

Code of ~~Ethics~~ Conduct ~~Each Board member will be asked to acknowledge and sign the following Code of Ethics:~~

~~As a member of the Board, I will promote the best interest of the School District as a whole and will adhere to the following ethical standards and principles:~~

- ~~1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to any partisan principal, group, or interest.~~

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- ~~2. I will avoid any conflict of interest prohibited by law or appearance of such that could result from my position, and will not use my membership on the Board for personal gain, where contrary to the interests of the School District.~~
- ~~3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public meeting of the Board.~~
- ~~4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.~~
- ~~5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.~~
- ~~6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest, and respectful manner, honoring differences of opinion or perspective.~~
- ~~7. I will prepare for, attend, and actively participate in School Board meetings.~~
- ~~8. I will become sufficiently informed about and prepared to act on the specific issues before the Board.~~
- ~~9. I will respectfully listen to those who communicate with the Board, seeking to understand their views while recognizing my responsibility to represent the interests of the entire school community.~~
- ~~10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the School District.~~
- ~~11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, including those sponsored by state and national school board associations, and encourage my fellow Board members to do the same.~~
- ~~12. I will strive to keep the Board focused on its primary work of clarifying the School District purpose, direction and goals, and monitoring District performance.~~

The Code of Conduct will be read at the organizational meeting each January and will be posted in the Boardroom for reference as needed.

The Board of Education commits itself and its members to professional conduct. This includes proper use of authority and appropriate decorum when acting as Board members. Members of the Board are elected officials and as such, there is no authority to discipline or remove an individual except as stipulated by Michigan Law.

As a member of the Board, I will promote the best interests of the School District as a whole and will adhere to the following Code of Conduct:

1. Represent all School District constituents honestly and equally and refuse to surrender my responsibilities to any principle, group, or interest.

Walled Lake Consolidated School District District Board Policy Adoption

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2. Attend all scheduled Board meetings insofar as possible or contact the President and/or Superintendent in advance of an absence.
3. Read advance materials relevant to the meeting content and become informed concerning the issues to be discussed at Board meetings, proposing agenda topics to the Board President for inclusion.
4. Respect the confidentiality of information that is privileged under applicable law.
5. Act on policy and legislative matters only after seeking and receiving pertinent information and the Superintendent's recommendations and after full discussion by the Board of Education.
6. Encourage the free expression of opinion by all Board members and provide opportunities for communications between the Board, students, staff, and all elements of the community.
7. Strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the School District.
8. Become **informed about** current educational issues by modeling continuous learning and work to ensure good governance and individual study through participation in development opportunities, such as those sponsored by the state and national School Boards Associations, and encourage fellow Board members to do the same.
9. The Board speaks with one voice and its individual members have no authority except when explicitly Board authorized. As such, Members are asked to refrain from individual responses to community email and email is directed through the Superintendent to be shared with all Members.
10. As trustees, members of the Board appreciate and consider the special interests of the District but will act in the broadest terms to represent the needs of the students, parents, staff, and the District as a whole.
11. Recognize that the actions of the Board remain in effect until modified, and will abide by majority decisions of the Board.

Confidentiality Board members will receive information that is not available to the general public. This includes information that is received during a closed session of the Board. In order for the proper functioning of the Board, an individual Board member will not share confidential information without the prior authorization of the Board or as may be required by law.

Conflict of Interest ~~If a member of the immediate family (father, mother, husband, wife, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, or step-family members) of a Board member is already an employee of the School District, such Board member shall abstain from voting on any matter affecting the employment status of the employee.~~

The objectives of this section are to maintain an impartial administration of the business of the school District and to maintain public confidence in the Board of Education.

No member of the Board of Education shall engage in, or be a party to, any of the following activities:

1. Benefiting financially from confidential information obtained due to the member's position on the Board of Education.

Walled Lake Consolidated School District District Board Policy Adoption

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2. Using personnel resources, property, or funds of the school District, except in accordance with prescribed constitutional, statutory, and regulatory procedures, and in accordance with good business procedures and not for personal gain or benefit.
3. Soliciting or accepting a gift or loan of money, goods, services or other things of value, which tends to influence the manner in which the Board of Education member performs his/her official duties.
4. If a member of the immediate family (father, mother, husband, wife, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, or step-family members) of a Board member is already an employee of the School District, such Board member shall abstain from voting on any matter affecting the employment status of the employee.
5. Endorsing any organizations, institutions, instructional books or materials, political candidates, etc., on behalf of the District or the Board without the express approval of the full Board. Board members may individually express their personal views regarding a ballot issue or political candidate, viewpoint is his/her personal opinion and does not represent the opinion of the Board of Education.

Social Media Use

Responsible use of social media by board members is encouraged and promotes transparency and diverse opinions among members of the community. The Board recognizes social media as a critical tool for election and for continued communication with the community throughout each Member's service to the Board, and after completion of his/her service to the Board.

Further, it is recognized that serving on the Board does not restrict any individual member's freedoms and rights which may appear on social media platforms as "likes", comments, or written opinion articles. Board Members should take steps to ensure responsible participation on social media platforms including:

1. Require compliance with all applicable laws including, but not limited to, the Open Meetings Act.
2. Require that any social media page identified as that belonging to a sitting Board Member or for the purpose of sharing topics of interest to the District's constituents contain a disclaimer indicating the content is personal opinion and not authorized by, nor on behalf of, the Board.
3. Specifically prohibit use that represents the Board as a whole.
4. Since the President of the Board is the one Member authorized to speak on behalf of the Board, additional disclosures of opinion are required to separate personal "likes" and comments from official use.
5. Board Members should note that personal content or posts may be subject to certain Freedom of Information Act requests or other legal processes.
6. Prohibit the disclosure of confidential details from closed session discussions.
7. Recognize the importance of maintaining professionalism and decorum.

New Members Board service requires considerable preparation and study. New Board members are required to take MASB 101 within six months of the start of their first term. New Board members are also required to participate in School District orientation activities organized or recommended by the Superintendent to acquaint themselves with the duties and responsibilities of a Board member.

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Committees The Board may create various committees to gather information for the Board. ~~Committee members will be appointed by the Board President.~~ After canvassing the Board members, the Board President will appoint members to the committees. A committee will not consist of more than three (3) Board members.

Election of Officers of the Board ~~The President, Vice President, Treasurer, and Secretary of the Board will be elected at the Board's annual organizational meeting.~~ The Board of Education shall annually, at its organizational meeting in January, elect the following officers who shall serve for a full year and until their successors are elected at the next annual organizational meeting:

- President of the Board
- Vice-President of the Board
- Secretary of the Board
- Treasurer of the Board

The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

President ~~The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.~~

~~The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.~~

~~The President will sign all papers and documents required by law or otherwise authorized by action of the Board.~~

~~The President, on behalf of the Board, is authorized to consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board.~~

The President of the Board of Education first and foremost assures the integrity of the Board's process. In addition, the President may be the only Board member authorized to speak for the Board other than when the Vice-President presides in the absence of the President or the Board authorizes another Board member to serve as a spokesperson. Specific responsibilities of the President are:

- Presiding over and facilitating Board meetings and maintaining order;
- Sign all papers and documents required by law or otherwise authorized by action of the Board;
- Consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board;
- Representing the Board to outside parties;
- Making decisions within the parameters of Board policy;

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- Guiding the Board in achieving its job outcomes;
- Providing clarity of its governance process when needed;
- Responding to public comment;
- Providing leadership and counsel to Board members;
- Determining the Board meeting agendas with the Superintendent according to the Board's expectations and legal statutes;
- Assigning seating at the Board table;
- Ensuring that the Board acts consistently within its own policies and procedures;
- Ensuring that the Board upholds legal statutes;
- Holding meeting discussions that are pertinent to the Board's job;
- Ensuring that the Board completes its business in a fair, open, timely, and orderly manner; and
- Keeping the discussion on the motion/item under consideration, and balancing participation of the diverse opinions represented by its Members.

The President of the Board is not authorized to:

- Make decisions regarding mission-related or Superintendent (Parameters/Responsibilities) policy areas, as these are for the full review of the Board;
- Expend funds unless authorized by the Board;
- Enter into contracts on behalf of the Board; and
- Exceed the authority granted by the Board.

Vice President The Vice President of the Board will have the powers and duties of the President during the temporary absence or disability of the President. The Vice President will also have such other powers and duties as the Board may from time to time determine.

Treasurer The Treasurer of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

Secretary The Secretary of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board. The Secretary or designee will take/keep Board minutes in conformity with applicable legal requirements.

Vacancies in Officer Positions In the event of a vacancy in a Board office, the Board will elect a successor to serve for the balance of the term.

Removal from Officer Positions The Board may remove a person from an elected Board office member from the office of President, Vice President, Treasurer or Secretary by a majority vote of the serving

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members and shall elect another Board member to office. Removal from an office does not constitute removal from the Board.

Compensation Board members ~~may be paid a stipend, as determined by the Board, for attendance at each meeting of the Board, including committee meetings and Board study sessions~~ serve as volunteers without any pay or stipend.

Reimbursement of Expenses Upon approval by the full Board of Education, Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. The Board of Education will not approve any expenses submitted for approval more than sixty days after such expenses were incurred. Board members are expected to exercise good judgment and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District. Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages.

Indemnification The School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

Discipline and Removal By a majority vote, the Board may censure an individual Board member or members for violating federal or Michigan law, these Bylaws or Board policy, or otherwise acting in a manner inconsistent with the office of a Board member. By a majority vote, the Board may petition the Governor to remove an individual Board member or members from the Board for any reason permitted by law.

Graduation Ceremonies A current and former Board member who has a student graduating from one of the School District's high schools will have the privilege of presenting the student his or her diploma on stage during the graduation ceremony.

Professional Services The Board may select and appoint qualified individuals or firms to provide professional services to the District for legal, architectural, and auditing/accounting services. In making such selections, the Board will, minimally, consider certifications, licenses, training, and experience.

Access to Facilities / District Events

Board members must notify the Superintendent in advance when entering a District building or attending a District event in their official capacity. Except in special circumstances, this notification should be provided at least 24 hours beforehand.

Walled Lake Consolidated School District District Board Policy Adoption

June 5, 2025, Regular Board Meeting Review

August 21, 2025, (or sooner if possible) Regular Board Meeting Proposed Adoption

1002 Meetings of the Board of Education

Michigan Open Meetings Act [The Michigan Open Meetings Act \(OMA\), MCL 15.261 et seq.](#), governs many aspects of Board of Education meetings. These Bylaws supplement the requirements of the [OMA](#).

Electronic Meetings and Remote Participation. A Board member must be physically present at the meeting to participate in a meeting as a Board member, except as otherwise permitted by the OMA.

If a Board member participates in a Board meeting remotely because of an absence due to military duty, or for a disability, as defined by the Americans with Disabilities Act (ADA), that would otherwise prevent the Board member from attending the Board meeting, the following conditions must be met:

- In addition to any other notice required under the OMA, the Board must post advanced notice consistent with [MCL 15.263a\(4\)](#) and post the agenda consistent with [MCL 15.263a\(5\)](#);
- The Board Secretary must include the name of each Board member attending remotely in the meeting minutes;
- An announcement must be made at the outset of the meeting that the Board member is attending remotely. Except for a Board member absent due to military duty, the announcement must also identify the Board member's specific location by state and city, township, county, or village;
- The Board must use 2-way communication so that Board members attending remotely can hear and be heard by other Board members and public participants;
- The Board member attending remotely must notify the Superintendent approximately 8 (eight) hours before the meeting that s/he will participate remotely to allow the Board President to make arrangements to notify the general public of the means by which it may contact the Board member prior to the meeting; and
- The Superintendent must take steps to ensure the general public is aware of the manner any Board member attending remotely voted on any and all matters brought before the Board for a vote, such as requiring roll call voting.

Consistent with [MCL 15.263a\(4\) and \(5\)](#), the Board will post notice of wholly electronic meetings at least 18 hours and an agenda at least two (2) hours in advance of the meeting here: <https://wlcsd.org/board-of-education/meeting-minutes/>

Annual Organizational Meeting An organizational meeting will be held annually during the month of January. The business of the meeting will include:

- The election of Board officers; and,
- Such other business as the Board may choose to address.

Developing the Board Meeting Agenda for Regular and Special Meetings

Walled Lake Consolidated School District District Board Policy Adoption

June 5, 2025, Regular Board Meeting Review

August 21, 2025, (or sooner if possible) Regular Board Meeting Proposed Adoption

The agenda for each regular or special meeting will be developed by the President of the Board in consultation with the Superintendent.

Regular Meetings Regular meetings of the Board will be held in accordance with the schedule established by the Board. ~~The agenda for each regular meeting will be developed by the President of the Board in consultation with the Superintendent.~~

Special Meetings Special meetings of the Board may be ~~called~~ requested by the President or any three (3) Board members. The meeting will be scheduled once a quorum of members have stated that they are interested in holding the meeting. Notice will be provided ~~by providing not~~ no less than 18 hours' ~~notice to all Board members prior to the Special Meeting.~~ The notice to Board members and the public shall be consistent in manner and conform with the requirements of the OMA.

Meeting Procedures

Quorum. Unless otherwise required or permitted by law, a majority of the serving members will constitute a quorum.

Board Meeting Protocol. Board Trustees will comply with all legal and local policies regarding the conduct of Board Meetings.

- Board Trustees will maintain professional, courteous behavior throughout the meeting.
- Board Trustees will demonstrate respect to fellow Board Trustees and public participants.

Voting. Unless otherwise required or permitted by law, the affirmative vote of a majority of the serving Board members is required to exercise the Board's authority.

Guidelines for Public Participation at Board Meetings. The Board will establish guidelines concerning public participation at Board meetings. The guidelines will include, but not be limited to:

- Limiting the time any individual may address the Board.
- Requiring individuals who wish to address the Board to identify themselves, their address, and any organization they may represent.
- Advising the public that, generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting.
- Requiring individuals who wish to address the Board to direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees, or members of the audience.
- Prohibiting behavior that is intemperate, abusive, defamatory, or discourteous, or that otherwise interferes with the orderly conduct and timely completion of the Board meeting.

Walled Lake Consolidated School District District Board Policy Adoption

June 5, 2025, Regular Board Meeting Review

August 21, 2025, (or sooner if possible) Regular Board Meeting Proposed Adoption

- Excluding from the meeting an individual who engages in conduct that constitutes a breach of the peace.

Board Response to Persons Addressing the Board.

- Board Trustees will listen to comments.
- The Board President may direct administration to investigate item(s) and report back to the Board.
- Board Trustees shall not immediately respond or enter into discussion with the audience.
- The Board President and/or Superintendent will notify board members which community members have received a response from administration.

Rules of Order. *Robert's Rules of Order* will be the rules of order. The Board may, however, suspend the Rules for a particular meeting or vote by action of a two-thirds (2/3) vote of those members present.

Suspension or Waiver of the Bylaws. Bylaws may be suspended by general consent or a two-thirds (2/3) vote of the Board members present at a properly constituted meeting. The suspension will apply to a particular instance and matter only and will not otherwise be applicable to subsequent actions or events.

4000-AR Central Office Administrators

Dr. Michael Lonze, Superintendent of Schools	956-2010
Chad Scaling, Deputy Superintendent	956-2013
Julie Omer, Assistant Superintendent of Business Services	956-2007
Dr. Ali Hamka, Assistant Superintendent of Human Resources	956-2023
Catherine Kochanski, Assistant Superintendent of Learning Services	956-2050
Daniel Durkin, Director of Community Relations	956-2017
Dr. Lora Stout, Director, Creative Programs and Continuous Improvement	956-2056
Abbie Kidder, Executive Manager, Human Resources	956-2192
Brian Swinehart, Director of Athletics/Physical Education	956-2074
Patricia Harthun, Student Services Supervisor & Pupil Accounting Specialist	956-2100
JaCinda Sumara, Executive Manager, Instructional Technology	956-2082
Vicki Amore, Executive Manager, Finance and Purchasing	956-2042
Sheri Davis, Assistant Finance Manager	956-2043
Jackie Gurwin, Executive Director	956-2116
Foundation for Excellence-Walled Lake Schools	
Educational Services Center	956-2000
850 Ladd Road, Bldg. D	
Walled Lake, MI 48390	
	Fax – 956-2070
Dave Watkins, Executive Supervisor of Maintenance, Operations & Custodial	956-3061
Julie Fortner, Executive Supervisor of Food Service and Transportation	956-3082
Transportation/Maintenance Facility	956-3060
46740 W. Pontiac Trail	Fax – 956-3078
Walled Lake, MI 48390	
Sarah Davey, Director of Early Childhood	956-5080
Early Childhood Center	
40839 Thirteen Mile Road	
Novi, MI 48377	
Elizabeth McNamara, Director of Community Education & Recreation	956-5007
Heather Hill, Manager of Prime Time Care	956-5111
Community Education Center	956-5000
850 Ladd Road, Bldg. D.	
Walled Lake, MI 48390	
	Fax – 956-5005
Julianne Muir, Assistant Superintendent of Special Services	956-2169
Tikia Watkins, Supervisor of Special Services	956-2157
Dr. Gary Puhl III, Supervisor of Special Services	956-2155
Geisler Middle School	
46720 West Pontiac Trail	
Walled Lake, MI 48390	

9/08, 5/7/09, 8/20/09, 2/04/10, 9/16/10, 12/9/10, 8/18/11, 9/6/12, 8/22/13, 9/11/14, 8/20/15, 8/25/16, 8/24/17, 2/1/18, 8/23/18, 9/6/18, 8/22/19, 11/7/19, 4/2/20, 8/20/20, 3/4/21, 8/19/21, 11/4/21, 2/3/22, 8/18/22, 11/3/22, 2/2/23, 8/24/23, 2/1/24, 8/22/24, 2/6/25, 6/19/25, 07/08/25

4000-AR Building Administrators

Ryan West, Principal
Commerce Elementary 956-3900
520 Farr Street Fax 956-3905
Commerce 48382

Danielle Archie, Principal
Meadowbrook Elementary 956-2700
29200 Meadowbrook Road Fax 956-2705
Novi 48377

Patricia Karban, Principal
Dublin Elementary 956-3800
425 Farnsworth Fax 956-3805
White Lake 48386

Kelly Smith, Principal
Oakley Park Elementary 956-4100
2015 Oakley Park Road Fax 956-4105
Walled Lake 48390

~~Vacant~~ ~~Carrie O'Connell~~, Principal
Glengary Elementary 956-3100
3070 Woodbury Fax 956-3105
Walled Lake 48390

~~Vacant~~ ~~Jennifer Bennett~~, Principal
Pleasant Lake Elementary 956-2800
4900 Halsted Road Fax 956-2805
West Bloomfield 48323

Mark Hess, Principal
Mary Helen Guest Elementary 956-3300
1655 Decker Road Fax 956-3305
Walled Lake 48390

Julie Amann, Principal
Walled Lake Elementary 956-4300
1055 W.W. Maple Road Fax 956-4305
Walled Lake 48390

Lisa Shannon, Principal
Hickory Woods Elementary 956-2600
30655 Novi Road Fax 956-2605
Novi 48377

~~Carrie O'Connell~~ ~~Kristin Froning~~, Interim
Principal
Wixom Elementary 956-3400
301 N. Wixom Road Fax 956-3405
Wixom 48393

Dr. Marci Augenstein, Principal
Keith Elementary 956-3700
2800 Keith Road Fax 956-3705
West Bloomfield 48324

Karrie Martin, Director
Outdoor Education Center 956-5120
3577 Sleeth Road Fax 956-5125
Milford 48382

Jami Rose, Principal
Loon Lake Elementary 956-4000
2151 Loon Lake Road Fax 956-4005
Wixom 48393

9-07, 8/20/09, 9/16/10, 8/18/11, 9/6/12, 8/22/13, 9/11/14, 8/20/15, 8/25/16, 8/24/17, 8/23/18, 8/22/19,
11/7/19, 8/20/20, 3/4/21, 8/19/21, 11/4/21, 2/3/22, 8/18/22, 11/3/22, 8/24/23, 2/1/24, 8/22/24, 2/6/25, 6/19/25,
07/08/25

4000- AR Building Administrators

Jennifer VanWagnen, Principal
~~Anthony McNamara~~ ~~Rebecca Smith~~, ~~Interim~~ Asst. Principal
Sarah Banks Middle School 956-2200
1760 Charms Road Fax 956-2205
Wixom 48393

Gregory Diamond, Principal
Jennifer Caulford, Asst. Principal

Michelle Kalhorn, Asst. Principal
~~Vacant~~ ~~Anthony McNamara~~, Asst. Principal
Northern High School 956-5300
6000 Bogie Lake Road Fax 956-5305
Commerce 48382

Nayal Maktari, Principal
Dan Holland, Asst. Principal
Clifford Smart Middle School 956-3500
8500 Commerce Road Fax 956-3505
Commerce 48382

~~Stuart Riley, Principal~~
~~Kevin Zurro, Interim Asst. Principal~~
~~James R. Geisler Middle School~~ 956-2900
~~46720 W. Pontiac Trail~~ Fax 956-2905
~~Walled Lake 48390~~

Seth Taboh, Principal
Kyle Pipkin, Asst. Principal
Walnut Creek Middle School 956-2400
7601 Walnut Lake Road Fax 956-2405
West Bloomfield 48323

Kyle Meteyer, Principal
Jessica Fisher, Asst. Principal
Dr. Nick Hamblin, Asst. Principal
Joseph Bell, Asst. Principal
Central High School 956-4700
1600 Oakley Park Road Fax 956-4718
Walled Lake 48390

Amy Pashak, Principal
Kristin White, Asst. Principal
Sara Facemyer, Asst. Principal
Thomas Ropek, Asst. Principal
Western High School 956-4400
600 Beck Road Fax 956-4405
Walled Lake 48390

9-07, 2-04-10, 9/16/10, 8/18/11, 9/6/12, 8/22/13, 3/6/14, 9/11/14, 8/20/15, 8/25/16, 8/24/17, 2/1/18, 8/23/18, 9/6/18, 3/7/19, 8/22/19, 9/5/19, 11/7/19, 4/2/20, 8/20/20, 3/4/21, 8/19/21, 11/4/21, 2/3/22, 8/18/22, 11/3/22, 2/2/23, 8/24/23, 2/1/24, 8/22/24, 2/6/25, 6/19/25, 07/08/25



Student Code of Conduct Handbook



STUDENT CODE OF CONDUCT

The Walled Lake Consolidated School District believes in the development of each student's potential for learning in a positive, orderly, and safe school environment. To help each student reach that potential, it is necessary for schools to be free of disruptions that interfere with teaching and learning activities. Students, parents, and staff must assume a responsible role in promoting behavior that encourages learning and develops individual potential; just as discipline procedures are necessary in order to protect the rights of each member of the school community, effective student discipline can only be achieved if there is cooperation and shared commitment among students, parents and staff. The school district has the right to have disorderly and/or disrespectful individuals removed from the school setting.

The Student Code of Conduct is an official declaration of policy of the Walled Lake Board of Education. Provisions in the Student Code of Conduct apply to all students in grades pre-K-12. Differences in age and maturity are recognized and will be considered when determining intervention strategies or disciplinary actions to be taken.

The Student Code of Conduct is in effect during the following student situations:

1. When students are traveling to or from school or a school-sponsored activity, including bus transportation.
2. When students are present in or on property of the district.
3. When students are at any school-sponsored activity, regardless of its location.
4. When students are using school telecommunication networks, accounts or other services.
5. When students are engaged in misconduct in the community that is reasonably likely to materially interfere with the educational process at school.

**All school community members are encouraged to become familiar with the
Student Code of Conduct.**

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DISTRICT MISSION STATEMENT

The mission of the Walled Lake Schools, in partnership with parents and community, is to become the best educational system in America so all students demonstrate they are caring, responsible and knowledgeable citizens.

DISTRICT BELIEF STATEMENTS

The following beliefs are fundamental to all of our policies and programs, including the Student Code of Conduct:

Our Learning Environment

- Physical and psychological safety is critical to learning.
- Individuals are responsible for their own actions.
- Students and staff must have positive role models and mentors to encourage respect, self-worth and personal expression.
- All stakeholders are entitled to high quality facilities.

Individual and Group Achievement

- Every person has unique needs, interests and the ability to learn.
- Success follows many different pathways.
- Learning is a lifelong endeavor.
- High achievement is experienced individually and in groups.

Our Community

- We are participants in a global society and value diversity.
- Schools prosper from an active partnership with parents and community.
- The public image of our schools influences community support.
- Public schools are the cornerstone of American democracy.

Our Future

- Technology is an essential tool for increasing the quality of learning.
- Change presents both challenges and opportunity.
- We're making tomorrow!

BOARD OF EDUCATION POLICY PROHIBITING BULLYING

In General. The Board of Education is committed to preventing and prohibiting bullying at school, consistent with Section 1310b of the Revised School Code. “Bullying,” for purposes of this policy, means any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly, by doing any of the following: substantially interfering with educational opportunities, benefits or programs; adversely affecting a student’s ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student’s physical or mental health; or, causing substantial disruption in, or interference with, the orderly operation of the school. “At school,” for purposes of this policy means anywhere on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity, regardless whether the activity is held on school premises. “At school” includes the use of a telecommunications access device or telecommunications service provider owned by or under the control of the District.

Prohibition. The Board of Education prohibits the bullying of any District student at school, regardless of the motive of the perpetrator. The Board of Education also prohibits retaliation or false accusation against a target of bullying, a witness or another person with reliable information about an act of bullying at school.

Reporting, Notification and Investigation. District staff members and students are required to report to the building principal, or his or her designee, whenever they have reason to believe a District student has been subjected to bullying at school. Upon receiving a report of bullying, the building principal, or his or her designee, will promptly conduct an investigation; prepare a written summary, including his or her determinations of fact and culpability; initiate disciplinary action, if warranted; and, notify the parent(s) of legal guardian(s) of the victim and the perpetrator of his or her conclusions, consistent with the District’s FERPA policy. The investigation will include, at a minimum, interviews with and written statements from the putative victim and perpetrator. In the event of significant discrepancies in the accounts of the putative victim and perpetrator, the investigation will include interviews and written statements from witnesses and the review of documentary information, if available. The building principal will provide a copy of his or her written summary to the District’s Deputy Superintendent.

Implementation.

Administrative Regulations. The Superintendent is authorized and directed to promulgate such administrative regulations as may be necessary to implement this policy consistent with Section 1310b of the Revised School Code.

Responsible School Official. The Principal of each school building is primarily responsible for implementing this policy for the school to which he or she is assigned.

Publication. The Superintendent is directed to revise the District’s Student Code of Conduct, consistent with this policy, to prohibit bullying at school. The Superintendent is also directed to post this policy and the District’s Student Code of Conduct on the District’s website.

Reporting. The Superintendent will report all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board of Education on an annual basis.

ACADEMIC INTEGRITY

In order to maintain an academic climate conducive to each student's success in the pursuit and transmission of knowledge, the secondary schools in Walled Lake have established a set of academic standards for all of their students. We want all students to develop into strong leaders and students who are well prepared for the challenges of lifelong learning. The development of academic integrity is critical for personal success not only today but for tomorrow. As such, we have the following standards with regard to academic integrity.

Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and resist peer pressure to violate these high standards of integrity. Students are expected to use honest methods to fulfill academic expectations and responsibilities. Whenever students have any questions about this procedure or any procedure, they should ask their teachers, counselors, or administrators. Academic dishonesty is defined as: cheating, plagiarism or otherwise obtaining grades under false pretenses.

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

SEARCHES OF LOCKERS AND LOCKER CONTENTS

Lockers are School Property

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

Legitimate Use of School Lockers

The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the school principal or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the school principal or his/her designee.

Search of Locker Contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

If school authorities have reasonable suspicion that a student(s) may possess illegal items (firearms, weapons, drugs, etc.) or other items determined to be a threat to the safety or security of the student or others, or items which are used to disrupt or interfere with the educational process, the administrator may search that student's person and/or personal property, including but not limited to bags, brief cases, satchels, purses, and motor vehicles. Where practicable all searches will be carried out in the presence of an adult witness.

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy or rules.

Seizure of Locker Contents

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials. The parent/guardian of a minor student, or a student 18 years of age or older, shall be notified by the school principal or his/her designee of items removed from the locker. In the course of a search conducted, the privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy. Reference: Revised School Code §380.1306.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be used on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audio or video recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

DISTRICT-WIDE DRESS CODE

The following dress code has been adopted by all schools in the Walled Lake Consolidated School District, upon recommendation of the Student Code of Conduct Review Committee (including students, parents, teachers, counselors, administrators, and bus driver). It is explicitly recognized that circumstances may cause individual schools to modify their dress and appearance expectations. In those cases, parents and students will be provided notice in advance of the effective date of the changes.

Introduction

The purpose of the student dress code is to promote learning in the classroom by promoting student safety and ensuring that students, staff members, and members of the educational community will not be distracted, harassed, or intimidated, by student dress. Students are expected to dress appropriately at all times. Inappropriate dress would consist of, but not be restricted to:

- Items that promote drugs, alcohol, or tobacco;
- Items with profane or sexually suggestive writing/pictures/images;
- Items that exhibit involvement in gangs or other organization deemed to be in conflict with school policies and practices;
- Items that conflict with district policy, or state law;
- Non-prescription sunglasses within classrooms;
- Going without shoes;
- Muscle shirts, tank tops, tube tops, mesh shirts, mini-skirts, spandex clothing, cut-off shorts, clothing with bare midribs, revealing or suggestive clothing;
- Beach clothing;

- Chains, handcuffs, and other metal paraphernalia;
- Hats worn in school;
- Coats worn in classrooms (exceptions will be made where appropriate);
- Pants worn so undergarments are visible.

Questions regarding this dress code should be directed to your building principal.

INTERVENTION STRATEGIES AND DISCIPLINARY ACTIONS

It is not the intent of this Conduct Code to list every conceivable student infraction. The administration reserves the right to establish fair and reasonable regulations and to impose consequences for infractions that are not covered in this handbook. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may adversely affect the health, safety and welfare of the students.

STUDENT-ATHLETE HANDBOOK

The rules governing interscholastic athletes and co-curricular participants are set forth in the Athletic Code of Conduct. The rules are in addition to the rules established in the Student Code of Conduct. The rules governing athletes begin at the time a student enrolls in middle school and high school and apply until the student athlete graduates. Athletic participation is a privilege, not a right. Student athletes are required to conform to athletic policies throughout their middle school and high school career to promote the philosophies consistent with our mission. A student may be disciplined for violation of the Student Code of Conduct and Athletic Code of Conduct Handbook arising out of the same incident. The responsibility for the enforcement of the Athletic code of Conduct rests with the coaches of the various teams, subject to the authority of building administrators and the Board of Education. Coaches are responsible for reviewing the Athletic Code of Conduct with the student athletes. The student will be required to sign a statement indicating that he/she is familiar with the athletic/co-curricular section of the Parent/Student Handbook before the season begins.

For complete details of the Athletic Code of Conduct Handbook visit the Walled Lake Consolidated School web-site for copy <http://www.wlcsd.org/parents>.

STUDENT TRANSPORTATION HANDBOOK

The rules governing students who ride the bus are set forth in the Student Transportation Handbook. The rules are in addition to the rules established in the Student Code of Conduct. The rules governing riders begin at the time a student enrolls in school and apply until the student graduates. A student may be disciplined for violation of the Student Code of Conduct and Student Transportation Handbook arising out of the same incident. The responsibility for the enforcement of the Student Transportation Handbook rests with the bus driver, subject to the authority of the building administration and the Board of Education. The student will be required to sign a statement indicating that he/she is familiar with the Transportation Handbook before the school begins.

For complete details of the Student Transportation Handbook visit the Walled Lake Consolidated School web-site for copy www.wlcsd.org/parents.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

The four levels of violations on the following pages are not all inclusive, but only representative and illustrative. A student who commits an act of misconduct which is not listed may also be subject to disciplinary action.

21 REPORTABLE INCIDENTS

All Michigan public schools are required by law to report the following incidents to local law enforcement.

1. Armed Subjects
2. Arson
3. Death or homicide
4. Drive-by shooting
5. Drug possession or sale
6. Drug use or overdose
7. Explosion
8. Intruders, after being asked to leave or check in at office and have refused
9. Larceny over \$1000.00
10. Minor in possession of tobacco or alcohol
11. Physical Assaults w/a visible injury
12. Robbery or extortion
13. School bus incident
14. Sexual assault
15. Suicide attempt
16. Suspected armed subject or hostage
17. Telephone bomb threat
18. Threat of suicide, after investigation by school staff, and found to be reasonable
19. Unauthorized removal of student
20. Vandalism (M.D.O.P) over \$1000.00
21. Weapons on school property

The District may also report other incidents to local law enforcement, as deemed appropriate.

TEACHER IMPOSED STUDENT SUSPENSIONS

A teacher who has good reason to believe a student's conduct in a class, subject or activity constitutes a Level II or higher violation of this Student Code of Conduct may suspend the student from that class, subject or activity for up to 1 full school day. In such cases, the teacher must report the suspension and the reason for the suspension to the school's principal, in writing, on the Teacher Imposed Student Suspension form (Form A, pg. 20) and send the student to the school principal or his or her designee for appropriate action. The teacher must also, as soon as possible but not later than the next school day, contact the student's parent(s) or guardian(s) and invite them to attend a conference concerning the suspension during the teacher's non-instructional time. If the parent(s) or guardian(s) so request, a building administrator will also attend the conference. Additionally, the teacher must invite a school counselor, school psychologist or school social worker to the conference, who shall attend whenever practicable. A student who has been suspended by a teacher under this provision of the Student Code of Conduct shall not be returned to the class, subject or activity from which he/she was suspended without the concurrence of the teacher and the school principal.

Teachers are not required to suspend students under this provision of the Student Code of Conduct and may, instead, refer the misconduct to building administration according to the building's standard disciplinary process.

LEVEL I VIOLATIONS

A Level I violation is behavior which disrupts the educational process or interferes with teaching and learning. For the most part, Level I violations disrupt or interfere with a student's learning environment, attendance or punctuality. **Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.**

1. **Chronic Lack of Supplies** – Repeatedly reporting to class lacking necessary materials such as books, physical education attire, industrial education class supplies, etc.
2. **Disruptive Behavior** – Behaving in a manner which disrupts or interferes with educational activities.
3. **Inappropriate Display of Affection** – Kissing, embracing or engaging in affectionate activity that exceeds standards of good taste and common decency.
4. **Inappropriate Dress and Grooming** – Dressing or grooming in a manner prohibited by the District-wide Dress Code (See pg. 6) or similar building rules.
5. **Inappropriate Personal Property** - Possessing personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
6. **Leaving without Permission** - Leaving the school, classroom or assigned area without permission of school personnel.
7. **Tardiness** – Failing to be in a place of instruction at the assigned time without a valid excuse.
8. **Truancy** - Failing to report to class or school without prior permission, knowledge, or excuse by the school or parent. Regular attendance at school and prompt arrival to all classes and scheduled activities is the prime responsibility of the students and parent. (MCL 380.1561)

LEVEL I DISCIPLINE PROCEDURE

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made for Level I violations when referring to administration. Any or all of the following intervention strategies and disciplinary actions may be used by administrators for Level I violations.

Minimum Action

1. Teacher/student conference or reprimand.

Additional Actions as Deemed Appropriate

1. Administrator/student contact.
2. Administrator/parent contact.
3. Referrals and conferences involving various support staff or agencies.
4. Daily/weekly progress reports.
5. Behavioral contracts.
6. Change in student's class schedule.
7. School service assignments.
8. Confiscation of inappropriate item(s).
9. Restitution/Restoration.
10. Before- or after-school detention(s).
11. Denial of participation in class and/or school activities.
12. In-school suspension.
13. Temporary assignment to Planning Room or Options Room.
14. Other intervention strategies as needed.

LEVEL II VIOLATIONS

A Level II violation is behavior which seriously disrupts the educational process or interferes with teaching and learning. For the most part, Level II violations disrupt or interfere with another person's right to an appropriate learning environment. **In addition, depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.**

1. **Academic Dishonesty** - Engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.
 - a. **Academic Dishonesty includes but is not limited to:**
 - i. Copying another student's work, including electronic and visual mediums.
 - ii. Submitting copied information from the Internet.
 - iii. Providing homework to another student.
 - iv. Disclosing test-related material.
 - v. Dishonest actions reported by the teacher.
 - vi. Using or possessing "crib" or "cheat" notes, or accessing text when not permitted on quizzes and tests.
 - b. **Plagiarism includes but is not limited to:**
 - i. Copying another student's work or previously published material or ideas from any source and submitting them as one's own.
 - ii. Allowing a student to copy one's work.
 - iii. Intentionally leaving your written work available in a place that makes it possible for someone to copy, sending it electronically to someone, or lending someone a notebook, a paper, or disk that contains your written work.
 - iv. Altering words or the order of words from another source and submitting them as one's own.
 - v. Submitting work written by college students, former students, tutors, friends, or other adults as one's own.
 - vi. Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.
 - vii. **Submitting work as one's own which was generated by an AI tool, without proper citation; may include written, visual, audio or other media.**
2. **AI-generated impersonation or defamation** - The use of AI tools to create manipulated digital content or sharing content such as synthetic audio, video or images, deep fakes, or impersonations which may be used to harm, harass, or bully students or adults.
3. **Assault** – Placing a reasonable person in imminent fear of harmful or offensive contact without the person's consent.
4. **Battery** – Intentionally contacting a person, physically or offensively, without consent.
5. **Bullying/Intimidation** – Verbal or nonverbal behavior or statements that intentionally embarrass or intimidate another person.
6. **Disseminating/Possessing Indecent Material** –Intentionally possessing or disseminating vulgar, lewd or indecent material, by electronic or other means.
7. **Failure to Serve Assigned Detention** – Failing to serve an assigned detention for which student and/or parent have been notified.
8. **Misrepresentation** – Intentionally misrepresenting information, verbal or written, to school district personnel or possessing documents containing misrepresentations. Examples include, but are not limited to, using the name of another person; falsifying times, dates, grades, addresses or other data on school district forms or records; providing false, misleading or inaccurate statements or information on district forms or records.
9. **Gambling** – Playing any game of skill or chance for money or anything of value.
10. **Gang Insignia/Activity** – Gangs are defined as organized groups of students and/or adults who engage in activities that threaten to compromise the general order or educational mission of the school district.

- a. **Activity:**
 - i. Any group that uses violence, force, coercion, intimidation, threat of violence, or bullying in the school community that may cause disruption/harm to the educational mission of the school district or its members.
 - ii. Gathering of two or more persons for the purposes of engaging in activities or discussions promoting gangs.
 - b. **Insignia/Gestures:**
 - i. Wearing, displaying, possessing any clothing, jewelry, colors, or insignia that identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
 - ii. Using a word, phrase, symbol, or gesture that identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
11. **Improper Use of District Technology** – The unapproved or prohibited use of district computers or other technology, including:
 - a. Disregarding the privacy of other users, such as using or attempting to use or learn other users' passwords;
 - b. Unauthorized copying, changing, reading, accessing or attempting to access or using other users' files;
 - c. Gaining or attempting to gain unauthorized access to district equipment, systems, programs, files or other users' accounts;
 - d. Introducing or attempting to introduce a virus into any district equipment, systems, programs or files;
 - e. Using or attempting to use district equipment, systems, programs or files to disturb or harass others; and
 - f. Damaging or attempting to damage any district equipment, systems, programs or files.
 12. **Inappropriate Use of Motor Vehicle** – Driving in an unsafe manner, failing to register one's vehicle, failing to display a parking decal, or parking in an unauthorized area.
 13. **Insolence** – Displaying verbal or nonverbal disrespect toward school personnel.
 14. **Insubordination/Refusal to Work or Follow Directions** – Failing to comply with a direction or instruction of school personnel or refusing to identify one's self.
 15. **Loitering** – Remaining or lingering on school property without staff supervision for more than 20 minutes after final dismissal without a legitimate purpose or prior permission. Violations may result in trespassing charges.
 16. **Making False Statement** - A student shall not make false statements or give false evidence to administrators or staff during an investigation of possible violation of this Code of Conduct.
 17. **Misconduct** - intentional wrongdoing; inappropriate behavior not covered specifically by the Walled Lake Consolidated School Student Code of Conduct; specifically: deliberate violation of reasonable standards of behavior in school.
 18. **Off-Campus Conduct** – Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of Walled Lake Schools. In addition, a student's off-campus actions which cause, or are likely to cause, a material and substantial negative effect on the general safety and welfare of students and staff, or the good order and functioning of the school(s), may result in disciplinary action whether or not part of a school-sponsored activity.
 19. **Off-Campus Internet Sites and Usage** – Students may be subject to appropriate disciplinary action for off-campus internet use, including but not limited to Web site creation and/or use, where such use causes, or is likely to cause a material and substantial negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school(s). This paragraph shall not be applied contrary to the protections of the First Amendment.
 20. **Persistent Misbehavior or Repeated/Serious Level I Violations** – Accumulating Level I violations or reclassification of a serious Level I violation.
 21. **Illegal Harassment** - Unwelcomed behavior or statements related to a person's sex, race, color, national origin, age, religion, height, weight, marital status or disability that are so pervasive, severe and objectively offensive that they effectively bar that person's access to educational opportunities and benefits.
 22. **Physical Aggressiveness** – Engaging in aggressive physical contact such as pushing,

- shoving, tripping, etc.
23. **Possession/Use of Tobacco Products** – Possessing or using a cigarette or other tobacco products, such as smokeless tobacco, paraphernalia, etc.
 24. **Recording Without Permission** – A student shall not record by any means (i. e, audio, video, digital, etc.) a communication from or with any administrator, teacher or other School District employee without the expressed permission of the person recorded for the particular communication allowed.
 25. **Theft, Possession or Transfer of Property of Others (Value Less Than \$100)** – Intentionally taking property (value less than \$100) belonging to the school or any individual or group without prior permission. Intentionally possessing or transferring property (value less than \$100) of another without the consent of the owner.
 26. **Trespassing** – Entering or being present in a school building or on school premises, or in a particular part of a school building or school premises, without permission or authorization.
 27. **Electronic Communication Devices** – Include but are not limited to cellular phones, digital picture/video cameras and/or camera phones, iPods, MP3s, and other personal communication devices capable of transmitting data or images. Students may possess and bring cellular phones and other personal communication devices (PDAs) into school buildings on two conditions: first, that parents and students agree to permit District personnel to search the contents of those PDAs whenever they have reasonable suspicion a student has violated the Student Code of Conduct and the PDA contains information concerning that violation; and, second, that students not use PDAs during instructional time unless used for instructional purposes. In either case, the District may be required to temporarily confiscate the PDA (see p. 28 for complete details).
 28. **Use of Profanity** - Writing, saying or gesturing in a manner which conveys an offensive, obscene or suggestive message, including abusive or vulgar words, gestures, pictures, or sounds.
 29. **Vandalism** - Intentionally damaging, defacing, disabling or otherwise harming school property or the property of others, including situations in which minor damage can be repaired or replaced at no cost to the district.

LEVEL II DISCIPLINE PROCEDURE

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made for Level II violations when referring for administrative action. **Any or all of the following intervention strategies and disciplinary actions may be used by administrators for Level II violations.**

Minimum Actions

1. Administrator/student conference or reprimand.

Additional Actions as Deemed Appropriate

1. Administrator/parent contact.
2. Referrals and conferences involving various support staff or agencies.
3. Daily/weekly progress reports.
4. Behavioral contracts.
5. Change in student's class schedule.
6. School service assignments.
7. Confiscation of inappropriate item(s).
8. Restitution/Restoration.
9. Before- or after-school detention(s).
10. Denial of participation in class and/or school activities.
11. Police notification.
12. Referral to student assistance program.
13. Denial of driving privileges.
14. Assignment to an alternative education program.
15. In-school suspension.
16. Deferred or pending suspension.

17. Out-of-school suspension from one to five school days.
18. Temporary assignment to Planning Room or Options Room.
19. Other intervention strategies as needed.

LEVEL III VIOLATIONS

A Level III violation is behavior of an aggravated nature, generally unlawful, which disrupts or interferes with the effective functioning of the school. **In addition, depending upon severity or repetition, a Level III violation may be reclassified as a Level IV violation.**

1. **Aggravated Assault and Battery** – A battery that causes an injury but does not involve the use of a weapon.
2. **Arson** – Intentionally causing a fire or combustion on school property not covered by Level IV violations.
3. **Bomb Threats and Similar Threats** - Making a false or intentionally incorrect report of a bomb or similar threat.
4. **Breaking and Entering** – Entering any school building, facility, office, room, storage space or other enclosure without authority to do so.
5. **Disorderly Conduct** – Behaving in a violent or grossly inappropriate manner.
6. **Endangerment** - Developing plans or not reporting information that could lead to a threat to the health, safety or well-being of other students and/or school personnel or threaten disruption to the educational process.
7. **Extortion** – Utilizing unlawful or otherwise inappropriate means to persuade and/or force another person(s) to act against their will, such as demanding money under threat of harm.
8. **False Fire Alarms** – Reporting a fire to school or fire officials, setting off a fire alarm without a reasonable belief that a fire exists, or tampering with any fire safety device.
9. **Felonious Assault or Battery** – An assault or battery with a weapon.
10. **Fighting** - Engaging in aggressive, physical conflict.
11. **Persistent Misbehavior or Repeated/Serious Level I or Level II Violations** – Accumulating Level I or Level II violations or reclassification of a serious Level I or Level II violation.
12. **Possession or Use of Firework/Explosives** – Possessing or using fireworks or explosives, not covered by Level IV violations.
13. **Possessing Weapons/Dangerous Instruments** – Possessing, using, selling, distributing or concealing any kind of weapon, material used like a weapon or dangerous instruments, including, but not limited to, BB guns, pellet guns, look-a-like guns, martial arts weapons, pepper spray, knives with a blade of three (3) inches or less (length of knife blade to be measured from point where handle ends), razor blades, or replica weapons.
14. **Possession of Drug Paraphernalia** - Possessing drug paraphernalia, such as bong, pipes, rolling papers, etc.
15. **Possession/Use of Alcohol/Drugs** – Possessing, using, intentionally misusing or being under the influence of regulated, controlled or unauthorized substances not specifically prescribed by a physician, including, but not limited to, alcoholic beverages, marijuana, intoxicants, drugs, imitation controlled substances, “designer” drugs, synthetic spice, incense or drug replicas, steroids, human growth hormone, or other performance enhancing substances; inhalants (e.g. glue, or aerosol can, when not for their intended uses), or over-the-counter medications/substances.
16. **Reckless Driving** – Driving any vehicle in a willful and wanton disregard for the safety of persons or property on school property or in a school zone.
17. **Robbery** – Taking property from a person by force or threat of aggression.
18. **Theft, Possession or Transfer of Property of Others (Value \$100 or More)** – Intentionally taking property (value \$100 or more) belonging to the school or any individual or group without prior permission. Intentionally possessing or transferring property (value of \$100 or more) of another without the consent of the owner.
19. **Threats with or the Use of a Weapon** – Using a weapon to threaten another person with bodily injury or to cause injury.
20. **Unlawful Interference with School Authorities** – Interfering with administration, teachers or other school personnel by threat of force or violence.
21. **Verbal/Written Assaults (MCL.380.1311A(2))** – Verbal or written statements or behavior that put reasonable school personnel or students in fear of imminent injury to persons or property.

LEVEL III DISCIPLINE PROCEDURE

Any or all of the following intervention strategies or disciplinary actions may be used by administrators for Level III violations:

Minimum Actions

1. Administrator/student conference or reprimand.
2. Administrator/parent contact.
3. Out-of-school suspension from 6 to 10 school days (may vary at elementary level).

Additional Actions as Deemed Appropriate

1. Police notification.
2. Deferred or pending suspension.
3. Referral to Youth Assistance Program *** for alcohol/drug violations (applies to secondary level).
4. Recommendation for placement in an alternative education program.
5. Recommendation for suspension between 11-30 school days **.
6. Recommendation for longer-term suspension of more than 30 school days**.
7. Recommendation for expulsion*.
8. Other intervention strategies as needed.

* Board action is required

** Action required by Assistant Superintendent of Schools or designee

*** Youth Assistance Program – Secondary Level

The unlawful possession or use of illicit drugs or alcohol is wrong and harmful. The use or possession of other nonspecifically prescribed substances is wrong and may be harmful.

A. Level III Violation – Possession or Use of Alcohol/Drugs

1. Suspension will be set at a minimum of five school days with no long term suspension recommendation if the student and parent agree to the student's participation in an alcohol/drug education course recommended by the Walled Lake Consolidated School District.
NOTE: Notwithstanding the statement above, repeated violations or situations considered critical by the building student assistance coordinator may result in immediate referral to an appropriate agency for professional assessment and/or possible treatment or recommendation for expulsion.
2. At the completion of an alcohol/drug education course, Youth Assistance will evaluate the student's need for referral to an appropriate agency for professional assessment and/or possible treatment.
3. If a professional assessment is made:
 - a. Youth Assistance will advise administration of the referral.
 - b. Youth Assistance, working with administration, may provide the parent(s) with a completion deadline for the assessment process as well as a listing of possible resources.
 - c. Evidence of assessment completion and implementation of treatment recommendations made by the assessor will be submitted to administration by the parent (s) on or before the deadline.
4. If the above conditions are not met, the remaining days of suspension will be imposed with a possible recommendation for expulsion.

LEVEL IV VIOLATIONS

Consistent with Michigan law, certain student conduct or acts will result in expulsion as is more specifically set forth below as Level IV violations.

Level IV violations are:

1. **Arson** – Defined as felony violation of chapter X of the Michigan Penal Code, MCL 750.71 to 750.80.
2. **Criminal Sexual Conduct** – Defined as a violation of section 520b, 520c, 520d, 520e, or 520g of the Michigan Penal Code, MCL 750.520b-g.
3. **Physical Assaults (MCL380.1311a(12)(B))¹** – Defined as intentionally causing or attempting to cause physical harm against a district employee, volunteer, or a person contracted for the district by a student in grade six or above.
4. **Possession of a Dangerous Weapon on School Property** – defined as a firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length (as measured from point where handle ends), a pocket knife opened by a mechanical device, iron bar or brass knuckles. Further, consistent with the Federal Gun-Free Schools Act, 20 USC 3351, consistent with the definition of the term “weapon” defined by 18 USC 921 including, but not limited to, any weapon, (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by action of an explosive; or any destructive device which includes any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1¼ ounce, or mine.

The following violations, although not required, are mandatory expulsions still permitted under state law at the sole discretion of the district:

5. **Possession of A Dangerous Weapon on School Property** – BB guns, pellet guns, and look-alike “toys,” razor blade, or any similar object.
6. **Possession with Intent to Distribute Alcohol/Drugs** – Selling, supplying, delivering, giving away, intending, or otherwise transferring to another person any regulated, controlled or unauthorized substances, including, but not limited to, alcoholic beverages, marijuana, intoxicants, drugs, “look-alike” substances that are misrepresented as drugs to another person, or imitation controlled substances.

Minimum Actions

1. Out-of-school suspension will be set at a minimum of 10 school days.
2. Police will be notified
3. Recommendation for expulsion will be made.

LEVEL IV DISCIPLINE PROCEDURE

The following actions must be taken for all Level IV violations:

1. Conference to include student and administrator. Due process investigation completed.
2. Notification of police.
3. Contact between administrator and parent.
4. Suspension of student pending a hearing by the district.
5. The district will hear evidence at such hearing, and if the student is found to have committed any Level IV offense, s/he shall be permanently expelled, unless (in the case of a weapons offense). The district may still expel, even should one or more of the above conditions be met.
6. The district will refer the expelled individual to the Department of Social Services, Community Mental Health, and criminal justice agencies within three school days, and so notify parents, or the student if s/he is 18 years of age or is an emancipated minor; further, consistent with applicable federal and state laws, the district will refer the expelled individual to the local law enforcement agency and juvenile section of the probate court where appropriate.
7. Parents or legal guardians of students in grade 5 or below may petition for reinstatement after 60 school days, to take effect after 90 school days (provided the weapon is a firearm or a threat has

been made with the dangerous weapon) or, may petition for reinstatement at anytime, to take effect after ten school days (when the weapon is not a firearm, and there has been no threat made with the dangerous weapon).

8. Parents or legal guardians of students in grade 6 or above may petition for reinstatement after 150 school days, to take effect after 180 school days.
9. The district may elect to operate a program for Level IV expulsion students. It must be in facilities, or at times, separate from those used for the general student population. The district may also advise parents or legal guardians, in advance, of possible parental actions which might lead to favorable action on a petition for reinstatement.
10. This policy does not diminish the due process rights of those eligible for special education programs and services.

PETITIONING FOR REINSTATEMENT

1. It is exclusively the responsibility of parents or legal guardians (or age of majority students) to petition for reinstatement.
2. Within 10 school days of receiving a written petition for reinstatement, the Board will appoint a review committee, consisting of two Board members, one school administrator, one teacher, and one parent from the district. The Superintendent may prepare and submit information regarding the circumstances of expulsion and any mitigating factors.
3. Within 10 more days from appointment of the review committee, the committee will review the petition, any supporting information, and will submit a recommendation to the Board of Education.
4. The recommendation will be for unconditional reinstatement, conditional reinstatement, or against reinstatement. It must be accompanied by an explanation for the recommendation and of any conditions for reinstatement, and be based on all of the following:
 - a. potential risk of harm to students or staff,
 - b. potential risk of district or individual liability,
 - c. individual's age and maturity,
 - d. individual's school record before the expulsion incident,
 - e. individual's attitude toward the expulsion incident,
 - f. individual's behavior since the expulsion and prospects for remediation, and
 - g. degree of parental cooperation and support, including receptiveness to possible conditions.
5. The Board will make a decision regarding the recommendation at its next regularly scheduled meeting; its decision is final. The Board may require written agreement of parents (or age of majority individual) to specific conditions prior to reinstatement. Conditions may include, but are not limited to:
 - a. behavior contract, which may include contract with an outside agency,
 - b. anger management program or other counseling,
 - c. periodic progress reviews, and
 - d. specified immediate consequences for failure to abide by a condition.

PROCEDURE IN CASES OF DISCIPLINARY ACTION OR SUSPENSION OF TEN SCHOOL DAYS OR LESS

1. When an administrator determines to impose disciplinary action or a suspension of ten school days or less, the administrator will inform the student of the specific misconduct that is the basis for the disciplinary action/suspension.
2. The administrator will permit the student a reasonable opportunity to present any relevant information to the administrator who is issuing the disciplinary action/suspension.

LONG TERM SUSPENSION* OR EXPULSION PROCEDURES *ELEVEN (11) OR MORE SCHOOL DAYS

Rebuttable Presumption Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., 60 or more school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all long-term suspensions and expulsions, the School District administrator implementing the discipline will consider and document consideration of the seven factors listed above.

Pre-hearing: **Recommendation for Long Term Suspension or Expulsion**

Step One: (Investigation)

Building administrator investigates and decides that suspension for 11 or more days or expulsion is warranted. A packet is compiled, scanned and emailed to the Deputy Superintendent, which includes the written recommendation for long term suspension or expulsion.

Step Two: (Correspondence)

The student and parents receive written notification which includes the following information:

1. the charges against the student
2. the recommended disciplinary action (long-term suspension or expulsion)
3. the fact that a hearing will be held before the Deputy Superintendent
4. the procedures to be followed at the hearing
5. the right to representation at the hearing by an attorney

Step Three: (Scheduling the hearing)

Ideally, the long-term suspension/expulsion hearing should take place before the initial maximum 10 day suspension period is exhausted. However, if scheduling conflicts prohibit this to occur, the building administrator may decide whether the student's presence in school would present a danger to the student himself/herself, or to other students, school personnel or the educational process. In the case where it would present a danger or disruption, the student shall remain out of school pending the decision of the Deputy Superintendent of Schools. If the student would not present a danger or disruption as described above, the student may be returned to school pending the decision of the Deputy Superintendent. Schoolwork will be provided throughout all suspension periods or extended days out of school.

Hearing

A hearing before the Deputy Superintendent of Schools will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the principal's recommended disciplinary action will be imposed. If the student and his/her parent(s) or guardian notify the district that they waive their right to a hearing before the Deputy Superintendent of Schools, the principal's recommended disciplinary action shall be imposed.

The Deputy Superintendent of Schools may amend the principal's recommendation based on evidence presented at the hearing. This amendment may include the imposition of a greater or lesser penalty than recommended by the principal.

Voluntary Agreements of Discipline

At any time during the disciplinary proceedings, the Deputy Superintendent may enter into a written contract with the student and his/her parent(s) or guardian, creating an agreement and settlement of the matters. In such cases, the written agreement shall be final and binding and may not be later challenged by the Deputy Superintendent or the student and his/her parent(s) or guardian.

Post-Hearing

The Deputy Superintendent of School's decision shall be given orally to the student and parent(s) or guardian within two (2) school days after the close of the hearing and a written decision shall be mailed not later than four (4) school days after the close of the hearing. These timelines, however, may be extended by the Deputy Superintendent due to extenuating circumstances. The Deputy Superintendent of School's decision shall be final and not subject to further appeal.

MISCONDUCT PRIOR TO ENROLLMENT

1. Suspension/Expulsion

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

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

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

2. Due Process Procedure

Step One: Pre-hearing Recommendation for Suspension/Expulsion

The building administrator, with the consent of the Superintendent of Schools, or his/her designee, shall make the initial judgment if a student's prior misconduct is of sufficient gravity that the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten disruption to the educational process. If the initial judgment is that the student's presence in school represents such a threat, the student shall be temporarily suspended from school and the student and the parent(s) or guardian shall be notified of:

- a. the prior act of misconduct relied upon by the building administrator which forms the basis for his/her decision to deny attendance;
- b. the building administrator's recommendation regarding the suspension or expulsion of the student;
- c. the fact that a hearing will be held before an impartial school employee (Deputy Superintendent of Schools);
- d. time, place, location and procedures to be followed at the hearing

The student and/or his/her parent(s) or guardian may waive their right to a hearing before the Deputy Superintendent of Schools or designee. In such cases, the principal's recommended disciplinary penalty of suspension or expulsion, as the case may be, shall be imposed.

Step Two: Hearing

If the due process hearing is not waived, the Deputy Superintendent of Schools shall convene a hearing for the purpose of determining if the student's prior act of misconduct is an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Walled Lake School District. If the prior act would be of sufficient basis, and the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten a disruption to the educational process, then the Deputy Superintendent of Schools shall decide the appropriate disciplinary penalty.

The Deputy Superintendent of Schools may amend the charges upon its own motion to conform to the evidence presented at the hearing. Additionally, the Deputy Superintendent of Schools may impose a greater or lesser penalty than that recommended by the building administrator. The Deputy Superintendent of Schools' decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing. If possible, a written decision shall be mailed not later than four (4) business days after the close of the hearing. These timelines, however, may be extended by the Deputy Superintendent due to extenuating circumstances.

3. Administrative Procedures

The administration shall implement procedures to ensure, to the extent practical, that a student, upon enrollment, has not committed an act of gross misdemeanor, or other misconduct, prior to attending the Walled Lake Schools, which gross misdemeanor or misconduct would represent a threat to the health and safety of students and/or employees or threaten disruption to the educational process.

4. **Disclosure of Information at Time of Enrollment**

At the time of enrollment, a student, parent(s) or guardian shall not give false or incomplete information, or fail to disclose information, relative to a student's prior act of gross misdemeanor, or other misconduct. A violation will result in disciplinary proceedings being initiated against the student.

5. **Right of Placement**

The District maintains the Right of Assignment for all students.

Walled Lake Consolidated School District



Teacher-Imposed Student Suspension

Submit to School Principal

Form A

Student Name: _____

Teacher: _____ Date: _____

Class, Subject or Activity: _____

A teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student engages in conduct prohibited by the district's Student Code of Conduct Levels II and above.

Describe the form/manner in which the student was warned that if the behavior continued

The student would be suspended: _____

The above named student was suspended from my class, subject or activity because the student:

The above named student will be permitted to return to my **next** scheduled class, subject or activity,

Date: _____ Time/Period: _____.

I understand I will make personal contact with the student's parent or guardian and schedule a parent/teacher conference.

This contact will be made as soon as possible after the teacher-imposed suspension but not later than the next school day.

Teacher Signature: _____ Date: _____


Walled Lake Consolidated School District
Teacher Imposed Student Suspensions

Form B

Parent/Teacher Conference Report

A teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student engages in conduct prohibited by the District's Student Code of Conduct Levels II and above.

Student: _____ Parent: _____

Teacher Imposed Susp. Date: _____ P.T.C. Date: _____

Teacher: _____

Attendees: _____

A parent/teacher conference was held to discuss the suspension I imposed. At the conference we discussed:

Parent Comments: _____

Student Comments: _____

Plan for Improvement: _____

Student Signature: _____ Parent Signature: _____

Teacher Signature: _____

Other Attendees: _____



Walled Lake Consolidated School District

Academic Integrity Policy and Contract

In order to maintain an academic climate conducive to each student's success in the pursuit and transmission of knowledge, the secondary schools in Walled Lake have established a set of academic standards for all of their students. We want all students to develop into strong leaders and students who are well prepared for the challenges of lifelong learning. The development of academic integrity is critical for personal success not only today but for tomorrow. As such, we have the following standards with regard to academic integrity.

Academic Integrity

Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and resist peer pressure to violate these high standards of integrity. Students are expected to use honest methods to fulfill academic expectations and responsibilities. Whenever students have any questions about this procedure or any procedure, they should ask their teachers, counselors, or administrators. Academic dishonesty is defined as: cheating, plagiarism or otherwise obtaining grades under false pretenses.

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

Academic Dishonesty includes but is not limited to:

- Copying another student's work, including electronic and visual mediums,
- Submitting copied information from the Internet,
- Providing homework to another student,
- Disclosing test-related material,
- Dishonest actions reported by the teacher, and
- Using or possessing "crib" or "cheat" notes, or accessing text when not permitted on quizzes and tests.

Plagiarism includes but is not limited to:

- Copying another student's work or previously published material or ideas from any source and submitting them as one's own,
- Allowing a student to copy one's work,
- Intentionally or inadvertently leaving your written work available in a place that makes it possible for someone to copy, sending it electronically to someone, or lending someone a notebook, a paper, or disk that contains your written work,
- Altering words or the order of words from another source and submitting them as one's own,
- Submitting work written by college students, former students, tutors, friends, or other adults as one's own, and
- Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.
- **Submitting work as one's own which was generated by an AI tool, without proper citation; may include written, visual, audio or other media.**

We have read, understand and agree to all the rules and language of the Academic Integrity Policy and Contract for Walled Lake Secondary Schools.

Student Acknowledgement and Understanding:

I have read, understand and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines stated.

Student Name (please print clearly)

Student Signature

Date

Parent/Guardian Acknowledgement and Understanding:

I have read and understand the academic integrity policy and stated expectations for my child and agree to support the integrity of honest academic work. I understand that participation in my student's education will help determine his/her likelihood of success in school. Therefore, I will monitor and support my student in his/her studies. I agree to be accessible and readily available to any instructor to discuss my student's progress and development. Failure to follow these policies may result in consequences as set forth in the *Student Code of Conduct*.

Parent/Guardian Name (please print clearly)

Parent/Guardian Signature

Date



Walled Lake Consolidated School District
Academic Integrity Policy and Contract Consequences

Middle School

First Offense:

- Referral to the counselor or assistant principal.
- Parent contact by the teacher, assistant principal or designated staff.
- Contract established with signatures by parent/guardian and student, indicating understanding of consequences for further offenses.
- Student must acknowledge and self-evaluate the behavior.
- Reduction in points and or failing grade on the assignment/test/quiz.
- Record in the student's discipline file.

Second offenses: (in the same or different class throughout a student's middle school career)

- Institute and put forth the consequences listed under first offense.
- Additional one to three days in/out of school suspension.
- Assign additional academic consequences as deemed appropriate by administration and teacher of record
- Assign additional academic make up assignment(s)

Note: At any stage of this process, the student may be disciplined in another area listed in the *Walled Lake Student Code of Conduct*.

High School

First Offense:

- Referral to the counselor or assistant principal.
- Parent contact by the teacher, assistant principal or designated staff.
- Contract established with signatures by parent/guardian and student, indicating understanding of consequences for further offenses.
- Zero points and or failing grade on the assignment/test/quiz.
- Record in the student's discipline file.
- Information shared with National Honor Society as deemed appropriate.
- Further consequences as deemed appropriate as listed in the *Walled Lake Student Code of Conduct* under Level II violations.

Second Offense: (in the same or different class throughout a student's high school career)

- Institute and put forth the consequences listed under first offense.
- Additional one to three day in/out of school suspension.
- Notify all coaches/directors of all co-curricular activities and clubs in which student is involved in.
- Assign additional academic consequences as deemed appropriate by administration and teacher of record.

Third Offense: (in the same or different

class throughout a student's high school career)

- Institute and put forth the consequences listed under first and second offense.
- Consult with administration and teacher of record to determine loss credit for the course.
- Additional three to five days in/out of school suspension.
- Removal from all co-curricular activities and clubs for one calendar year.
- Potential ineligibility from athletic competition for one calendar year.

Fourth Offense: (in the same or different class throughout a student's high school career)

- Institute and put forth the consequences listed under first, second, and third offense.
- Additional six to ten days out of school suspension.
- Apply consequences as listed under Level III in the *Walled Lake Student Code of Conduct*.

Note: Depending upon severity or repetition, an offense may be reclassified per administrator discretion.

My signature below reflects that I have read the policy and understand the expectations, procedures and consequences as described above.

Parent/Guardian Name Printed: _____ Parent/Guardian Signature: _____

Student Name Printed: _____ Student Signature: _____

Today's Date: _____ 49 _____

Walled Lake Consolidated School District
Student Use of Cellular Phones, Digital Imaging Devices
and Other Personal Electronic Devices

I. Purpose

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, and other personal electronic devices capable of transmitting data or images.

Michigan law (SB 294 & HB 4218) effective for the 2004-2005 school year, allows local school boards to determine the policy on the use and possession of cellular phones (cell phones) and other electronic signaling devices such as pagers on school campuses.

Furthermore, the WLCSD cell phone policy is provided to balance considerations of student safety and wellbeing with the need to maintain a learning environment free from distractions.

II. Authority

The Walled Lake Consolidated School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

III. Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

IV. Guidelines

Standards for Responsible Use at School, On Buses or at School Sponsored Activities

Respect for the Educational Environment

1. Students may bring cellular phones and other personal communication devices (PDAs) into school buildings on two conditions: first, that parents and students agree to permit District personnel to search the contents of those PDAs whenever they have reasonable suspicion a student has violated the Student Code of Conduct and the PDA contains information concerning that violation; and, second, that students not use PDAs during instructional time. In either case, the District may be required to temporarily confiscate the PDA.
2. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
3. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
4. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, media centers and testing centers, assemblies, and during fine arts performances.
5. Students will not be allowed to leave class in response to any electronic devices.
6. High school students may use cellular phones and other devices if used appropriately and respectfully before and after classes, in common areas such as near lockers or the cafeteria or outside on school grounds. Elementary and middle school students are not permitted to use cellular phones and other electronic devices during the school day.
7. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

8. Cellular phones and other personal electronic devices shall be turned off and kept out of sight during instructional time.

V. Respect for Privacy Rights

1. Students shall not photograph or videotape other individuals at school or at school-sponsored events without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
3. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

VI. Assuring Academic Integrity

Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

VII. Compliance with Other District Policies

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student Code of Conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one (1) district policy, consequences for each policy will apply.



Walled Lake Consolidated School District

Technology Acceptable Use Policy and Guidelines

1. Introduction

This document formalizes the Technology Acceptable Use Policy and Guidelines for the Walled Lake Consolidated School District, further known as (WLCSD), Network, technology equipment, resources, and other electronic or social media used for WLCSD-related purposes. All persons using the WLCSD Network, technology equipment, resources, or other electronic or social media, further known as (user/users), are covered by this policy and are expected to be familiar with its provisions.

2. User Responsibilities

It is the responsibility of the user using WLCSD technology equipment, Network, resources, or other electronic or social media to read, understand, and follow the Technology Acceptable Use Policy and Guidelines. In addition, users are expected to exercise reasonable judgment in interpreting the Technology Acceptable Use Policy and Guidelines and in making decisions about the appropriate use of WLCSD technology equipment, Network, resources, or other electronic or social media. Any user with questions regarding the application or meaning of the Technology Acceptable Use Policy and Guidelines should seek clarification from the WLCSD Information Technology department. Use of WLCSD technology equipment, Network, resources, or other electronic or social media shall constitute acceptance of the terms of the Technology Acceptable Use Policy and Guidelines.

2A. WLCSD Administrator Responsibilities

It is the responsibility of a WLCSD Network Administrator to ensure that only employees and students in the WLCSD are registered users of the WLCSD Network. Each building administrator is responsible for making certain that their employees and students understand and abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If an administrator has reason to believe that a user is misusing WLCSD technology equipment, Network, resources, or other electronic or social media, the administrator has the right to request that a WLCSD Network Administrator allow the WLCSD Assistant Superintendent of Human Resources and/or WLCSD Superintendent designee, to access the user's account in order to review the use of the WLCSD technology equipment, Network, resources, or other electronic or social media by the user. It is also the responsibility of a WLCSD Network Administrator to report any misuse of the WLCSD technology equipment, Network, resources, or other electronic or social media to the WLCSD Assistant Superintendent of Human Resources, and/or WLCSD Superintendent Designee.

2B. WLCSD Educator Responsibilities

It is the responsibility of educators who are using the WLCSD Network, technology equipment, resources, or other electronic or social media to teach students about safe and responsible use of

the Internet and WLCSD Network, technology equipment, resources, or other electronic or social media. Educators are responsible for monitoring students' use of the WLCSD Network, technology equipment, resources, or other electronic or social media and to intervene if students are using WLCSD Network, technology equipment, resources, or other electronic or social media inappropriately. Educators should make sure that students understand and abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If an educator has reason to believe that a student is not complying with the Technology Acceptable Use Policy and Guidelines, the educator has the right to request that a WLCSD Network Administrator allow the educator to access the student's WLCSD Network account in order to review the use of WLCSD Network or other electronic or social media by the student. It is also the responsibility of the educator to report any non-compliance to the educator's WLCSD building administrator or supervisor.

2C. WLCSD Student Responsibilities

It is the responsibility of students who are using WLCSD technology equipment, Network, resources, or other electronic or social media, to learn about safe and responsible use of the Internet and WLCSD technology equipment, Network, resources, or other electronic or social media. Students are responsible to use WLCSD technology equipment, Network, resources, or other electronic or social media appropriately. Students must abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If a student does not comply with the Technology Acceptable Use Policy and Guidelines, the WLCSD has the right to discontinue the student's privileges to WLCSD technology equipment, Network, resources, or other electronic or social media and to impose discipline, if warranted.

3. Acceptable and Unacceptable Uses

The WLCSD Network resources available to WLCSD users are to be used for WLCSD educational purposes only. Users should not use the resources of the WLCSD Network to store any files that are not for WLCSD educational purposes.

It is unacceptable for users to use the WLCSD Network, technology equipment, resources, or other electronic or social media for:

- furthering any political or religious purpose
- engaging in any commercial or fundraising purposes
- sending threatening or harassing messages
- gaining unauthorized access to technology or telecommunications networks
- interfering with the operations of technology equipment, Network, resources, or other electronic or social media, including placing a virus on any technology equipment or

Network

- accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials
- intercepting communications intended for other persons
- attempting to gain unauthorized access to any WLCSD technology equipment, Network, resources, or other electronic or social media
- logging in through another user's account or attempting to access another user's password or files
- sending defamatory or libelous material concerning a person or group of people
- furthering any illegal act, including infringing on any intellectual property rights
- downloading, uploading, or distributing any files, software, or other electronic or social media that is not specifically related to a WLCSD educational project, including, but not limited to, MP3 or other music files
- downloading, uploading, or distributing any files, software, or other electronic or social media in violation of Local, Federal or State copyright laws
- downloading any files or software without consent of the WLCSD Information Technology department

As with any other form of communication, WLCSD technology equipment or Network may not be used to transmit or store messages or other data that are inappropriate under existing WLCSD policies, such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data on WLCSD technology equipment or Network that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users may not create, send, or store messages on WLCSD technology equipment or Network pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort on WLCSD technology equipment or Network. Users must refrain from using WLCSD e-mail for sending mass e-mails unrelated to WLCSD educational purposes.

4. Other Electronic or Social Media

WLCSD users who use social media (including, but not limited to: Facebook, Twitter, etc.) for educational and other WLCSD-related purposes are bound by the Acceptable and Unacceptable Uses stated in this document (Paragraph 3). Given the nature of electronic and social media, the following additional WLCSD standards and rules are applicable:

1. WLCSD employees who wish to use social media for educational or other WLCSD-related purposes must obtain advanced approval from the employee's building

administrator or supervisor. WLCSD employees who began using social media for educational or WLCSD-related purposes before July 1, 2011 must obtain approval from the employee's building administrator or supervisor before continuing to do so.

2. WLCSD employees who use social media for educational or WLCSD-related purposes must provide the employee's building administrator or supervisor with full review to the employee's sites and posts and the posts of the employee's correspondents.
3. WLCSD employees may not combine educational/business sites and communications with personal sites or communications.
4. WLCSD employees must identify themselves by name, as opposed to communicating anonymously or by an alias.
5. WLCSD employees and students must bear in mind that electronic and social media are not private and that posts may be accessed years later. For these reasons, communications on electronic and social media will be held to the same standards as communications at school.
6. WLCSD employees may not participate in personal use of social networking activity during work hours.

5. No Expectation of Privacy

WLCSD resources, sites and posts used for WLCSD educational or WLCSD-related purposes are the property of WLCSD and are to be used in conformance with the Technology Acceptable Use Policy and Guidelines. A WLCSD Network Administrator, and/or other WLCSD designee, retains the right to inspect any user's Network Home Directory (H: Drive) and the files it contains, or any user's E-mail. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved from the WLCSD Network. In addition, a WLCSD Internet Firewall automatically checks all data moving between the local area Network and the Internet and logs the sending and receiving destinations on the WLCSD Network. Use of the WLCSD technology equipment, Network, resources, or other electronic or social media for WLCSD educational or WLCSD-related purposes constitutes consent for WLCSD Network Administrators and/or other WLCSD designee to monitor and/or inspect any files that users create, any messages users post or receive, and any web sites users access.

6. Software Deployment and Installation

All software installation on WLCSD technology equipment, Network, or devices must be performed by the WLCSD Information Technology department exclusively. No other user may install software on WLCSD technology equipment, Network, or devices. Software programs and technology equipment which are being evaluated for standardization and/or installation on any WLCSD technology equipment, device or

Network server must be reviewed by the WLCSD Information Technology department for compatibility, resource allocation and deployment. In order to comply with Local, Federal, and State copyright laws, all software requested to be installed on WLCSD technology equipment, Network, or devices must have appropriate license documentation on file with the WLCSD Information Technology department.

7. Passwords

Each user shall be required to use and maintain a password that was created according to WLCSD guidelines. The password is to be used to access the WLCSD technology equipment, Network, and any other resources that reside within the WLCSD Network and require password access. Users must take precautions to maintain the secrecy of the user's password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. WLCSD users are responsible for all activity inside their accounts.

8. Violations

Failure to observe these Violation guidelines may subject users to disciplinary actions, including but not limited to termination of the user's WLCSD Network account(s). The

WLCSD will notify building or organization administrators of any inappropriate activities by any and all users. The WLCSD will also advise law enforcement agencies of illegal activities conducted through WLCSD technology equipment, Network, or other electronic or social media used for WLCSD educational or WLCSD-related purposes and will cooperate fully with Local, State, or Federal officials in any investigation related to illegal activities.

9. Disclaimers

The WLCSD makes no warranties of any kind, either expressed or implied, for WLCSD technology equipment, Network, services, resources, or other electronic or social media. The WLCSD is not responsible for any damages incurred, including, but not limited to: loss of data resulting from any delays or any interruption of service, any loss of data stored on WLCSD technology equipment, Network, resources, or other electronic or social media, or damage to personal property used to access WLCSD technology equipment, Network, resources, or other electronic or social media; for the accuracy, nature, or quality of information stored on WLCSD technology equipment, Network, or resources, or other electronic or social media, gathered through the WLCSD Network or the Internet; for unauthorized financial obligations incurred through WLCSD provided technology equipment, Network, resources, or other electronic or social media access. Further, even though WLCSD may use technical or manual means to limit student access, these limits

do not provide a fool-proof means for enforcing the provisions of this Technology Acceptable Use and Guidelines. All provisions of this WLCSD Technology Acceptable Use and Guidelines agreement are subordinate to Local, State and Federal statutes.

This policy is in compliance with State and Federal telecommunications rules and regulations. The district is CIPA compliant.

WLCSD technology equipment must be cared for and maintained in a professional manner. Failure to comply may result in restitution and/or disciplinary action.

I understand and agree to the WLCSD Technology Acceptable Use Policy and Guidelines as stated above. I also understand that failure to comply with the WLCSD Technology Acceptable Use Policy and Guidelines may be grounds for disciplinary action and/or deactivation of WLCSD Network accounts.

Signature

Print Name Here

Building

Date (MM/DD/YY)